

FOREWORD

The Regional Transportation program administered by the Regional Transportation Commission has grown and expanded to meet the changing conditions in the Clark County area. The Commission, past and present, has fostered a regional approach in the administration of the Regional Transportation Fund.

In an effort to perpetuate the uniform administration of the Regional Transportation program the Commission has approved and published Policies and Procedures for the Regional Transportation Commission of Southern Nevada. The Policies and Procedures are intended as guidelines for the fair administration of the Regional Transportation Fund and the projects under the jurisdiction of the Regional Transportation Commission.

It is important to note that representatives of Clark County and the various cities within Clark County participated and concurred in the preparation of the Policies and Procedures contained herein. A significant effort was put forth by the representatives of the various entities in arriving at these guidelines.

It is expected that as circumstances change, these Policies and Procedures will also change to reflect and perpetuate the regional approach to the administration of the Regional Transportation program.

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**POLICY AND PROCEDURES MANUAL
REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA**

1.0 ORGANIZATION

1.1 GENERAL

Chapter 373 of the Nevada Revised Statutes (1965) provides that counties, by ordinance, may create a Regional Street and Highway Commission and may impose taxes on motor vehicle fuel. Under Clark County Code Chapter 4.04, the Board of County Commissioners established a fuel tax on motor vehicle fuel and created the Regional Street and Highway Commission of Clark County. The Commission was established to administer the funds generated by the tax in a continuing program to improve the street and highway transportation facilities within the County. By virtue of the Nevada Revised Statutes and the Clark County Code, the Regional Street and Highway Commission of Clark County is authorized to administer the Regional Street and Highway Fund.

Under Nevada Assembly Bill Number 70, (1979 Session) the name of the Regional Street and Highway Commission of Clark County was changed to the Regional Transportation Commission of Clark County. On August 10, 2000, the Regional Transportation Commission approved the agency name to be changed to Regional Transportation Commission of Southern Nevada.

In 1981, the Governor of Nevada designated the Regional Transportation Commission the Metropolitan Planning Organization of Clark County.

1.2 COMPOSITION OF COMMISSION

The Regional Transportation Commission is composed of eight members. These members represent the various political entities within the County and include two members appointed by the Board of County Commissioners, two members appointed by the City Council of the City of Las Vegas and one member each appointed by the City Councils of the cities of North Las Vegas, Boulder City, Henderson, and Mesquite. The Director of the Nevada Department of Transportation shall serve as an Ex-Officio member of the Commission.

All subsequently incorporated cities within the County will be allowed one representative on the Commission. The Commission members will select a Chair and Vice-Chair in July of odd numbered years as provided in NRS 373.040 as amended at the 1993 Legislative Session.

The RTC General Manager, and Director of Government Affairs/Media Relations & Marketing serve as primary liaisons to the Commission. Commission members and their staff shall contact the RTC General Manager, Director of Government Affairs/Media Relations & Marketing or Outside General Counsel with questions or direction on RTC matters.

1.3 RESPONSIBILITY

The Regional Transportation Commission (RTC) is responsible for funding a program of projects to improve the transportation facilities within Clark County in accordance with State Law. This program is funded through the special motor vehicle fuel tax which is provided by the Nevada Revised Statutes and Clark County Code. Accordingly, when projects are proposed for funding through the Regional Streets and Highway Fund, the Commission shall evaluate the project in terms of the priority established for the project, the relationship of the proposed construction in comparison with other proposed projects, the funds available, and the relative need for the project in comparison with others proposed. If the project meets the above criteria, the Commission may approve funding for the project.

In its role as Metropolitan Planning Organization, the RTC is responsible for developing a plan for regionally significant roadways, transit, fixed guideway, and alternative transportation modes.

1.4 MEETING REQUIREMENTS

The Commission shall meet the second Thursday of each month at the Clark County Government Center Commission Chambers, 500 South Grand Central Parkway, or at the location designated by the Chair. Special meetings shall be called by the Chair of the Commission when necessary. A quorum consisting of a majority of duly appointed Commission members will be required for the transaction of official business. Motions and resolutions require a majority vote of the members present, including the Chair.

The Commission will utilize a prepared agenda. Items for discussion or action must be submitted to the General Manager at least 12 working days prior to the meeting date. The General Manager may waive

the 12 day requirement, in accordance with his or her authority pursuant to the RTC Administrative Procedures for Agenda Processing.

The Commission will utilize Robert's Rules of Order for the official transaction of business. No second on a motion is required. A formal vote will be required on all Commission action involving recommended expenditure of funds.

When a member of the Commission is unable to attend a regularly scheduled meeting, he should so notify the General Manager.

2.0 PROJECT DEVELOPMENT

2.1 PROJECT LIST AND PRIORITY LIST

The RTC shall keep a perpetual "Project List" of approved projects it has accepted under its authority. In addition, the RTC shall periodically review the project lists from the Regional Transportation Plan and Transportation Improvement Program pertaining to federally funded locally sponsored intermodal priorities.

The RTC Executive Advisory Committee shall review at least annually the existing Priority List and prepare a recommendation of projects, if any, to be included in the new list. Prior to finalizing the recommended new priority list, the projects shall be submitted to the members of the RTC Regional Project Coordination Committee who shall review the proposed projects and scheduling for conflicts with other planned projects. The Regional Project Coordination Committee's comments shall be forwarded to the Executive Advisory Committee for consideration. An updated cost estimate and project schedule shall also be prepared during the annual priority list review, which is to begin in October and be completed to coincide with the RTC Budgetary and Transportation Improvement Program processes.

The following information is required at the time a project is submitted for inclusion into the Capital Improvement Program:

1. Project Location
2. Project Limits
3. Project Description (a brief description outlining work to be completed, i.e., new construction or widening of existing facility, number of lanes added, landscaping improvements, signalization improvements, major drainage structures, interchanges/grade separations, etc.)
4. Project phase (Preliminary Engineering, Right-of-Way Acquisition, Construction)
5. Approximate fiscal year start and completion
6. Funding timeline

The following is an example of a typical project submission:

1. Location: Flamingo Rd.
2. From: Durango Dr.
3. To: Hualapai Way
4. Description: Widen from four to six lanes
(Preliminary Engineering, Right-of-Way, Construction)
5. Fiscal Year Start: 2000
6. Fiscal Year Complete: 2002
7. Funding (RTC Gas Tax): FY 2001-\$5,875,000; FY 2002-\$2,500,000; FY 2003-\$2,000,000

2.2 THE MASTER PLAN OF STREETS AND HIGHWAYS AND THE RTC CAPITAL IMPROVEMENT PROGRAM

1. The Regional Transportation Commission will maintain a Master Plan of Streets and Highways for the Las Vegas urban area. In order for a roadway project to be considered by the Regional Transportation Commission for funding under any program administered by the RTC, the roadway must be shown on this Master Plan of Streets and Highways.
2. In order to receive funding under any RTC program, the project must also be identified in the RTC Capital Improvement Program, as approved by the Regional Transportation Commission. Any project proposed for a roadway shown on the Master Plan of Streets and Highways may be submitted for inclusion in the Capital Improvement Program in accordance with the procedures outlined in Section 2.1 and any specific requirements of the various CIP fund sources.

3. The Master Plan of Streets and Highways shall include all streets and highways that:
 - a. are included in a recognized transportation plan or transportation element adopted by one of the constituent entities of the RTC,
 - b. lie within the Las Vegas urban area, and
 - c. are identified as a street with a minimum of 80 feet planned right-of-way or functionally equivalent four (4) lane facility.
4. The Regional Transportation Commission may approve projects not included on the Master Plan of Streets and Highways, by waiver. If approved, the Board may then authorize the distribution of appropriate funds to the entity requesting the project.
5. The Las Vegas urban area is defined to include:
 - a. the full extent of the incorporated cities of Henderson, Las Vegas and North Las Vegas;
 - b. that part of unincorporated Clark County lying within the land disposal boundary established in the Southern Nevada Public Lands Management Act; and
 - c. such other contiguous areas as may be defined and approved by the Regional Transportation Commission for this purpose.
6. Where a project is outside the urban area defined in Section 2.2.4, the Regional Transportation Commission shall evaluate it in terms of:
 - a. its relation to the streets and highway plan;
 - b. the relation of the proposed project to other projects constructed or authorized;
 - c. the relative need for the proposed project in relation to other projects proposed by the same city or town; and
 - d. the availability of funds.
7. If the Regional Transportation Commission approves a project outside the urban area for inclusion in the Capital Improvement Program, the Board may then authorize the distribution of appropriate funds to the entity requesting the project.

2.3 FEDERAL TRANSPORTATION PLANNING AND PROGRAMMING

1. The Nevada Department of Transportation defines the Roadway Functional Classification system. In order for a roadway project to be considered by the Federal Highway Administration for funding under a Federal-Aid Highway Program, the roadway must be included in this Roadway Functional Classification. This system of roadways is defined in conjunction with the RTC and is approved by the Federal Highway Administration. It is the policy of the RTC that the Master Plan of Streets and Highways shall form the basis for the selection of roads to be included in the Roadway Functional Classification system.
2. In order to receive funding under any Federal-Aid Highway Program, the project must be identified in the Regional Transportation Plan and scheduled for funding in the Transportation Improvement Program, as developed by the Regional Transportation Commission and approved by the U.S. Department of Transportation as part of the Statewide Transportation Improvement Program.
3. The relationship between the RTC procedures and those of the Federal programs are summarized in the following table:

| | | |
|---------------------------------------|---|---|
| To be funded under: | an RTC program | a Federal program |
| The project must be on: | the Master Plan of Streets and Highways | the Roadway Functional Classification |
| And must be scheduled for funding in: | the RTC Capital Improvement Program | the Regional Transportation Plan and Transportation Improvement Program |

The Federal procedures apply to both urban and non-urban areas whereas, as noted in Section 2.2.5, different RTC procedures apply outside the urban area.

4. The Transportation Improvement Program covers a four-year funding schedule and is updated pursuant to Title 23 Code of Federal Regulations, Part 450.324. For a project to be scheduled for

funding in the Transportation Improvement Program, it must be drawn from the Regional Transportation Plan as approved by the Regional Transportation Commission.

5. The Regional Transportation Plan is updated at least every four years, and outlines the plans and programs needed to address the transportation needs of the region over a twenty-year time frame. The Plan is required to be in conformity with Federal Air Quality regulations, and this determination of conformity is subject to Federal review and approval.
6. Any project proposed for a roadway shown on the Roadway Functional Classification may be submitted for inclusion in the Regional Transportation Plan and Transportation Improvement Program in accordance with the procedures established for the various Federal-Aid Highway Programs.
7. Federal Regulations require that the Regional Transportation Plan and Transportation Improvement Program include all “Regionally Significant” transportation projects, irrespective of funding source. A regionally significant project means a project that is on a facility which serves regional transportation needs, such as:
 - a. Access to and from the area outside the region;
 - b. Major activity centers;
 - c. Major planned developments, such as retail malls, sports complexes or employment centers;
 - d. Transportation terminals.At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities offering a significant alternative to regional highway travel.
8. Prior to approval of any project or development that would create a new regionally significant facility, or would eliminate, change the scope, or create a significant realignment of an existing regionally significant facility, the sponsoring entity shall submit the changes to the Regional Transportation Commission for review and analysis. The RTC shall have 30 calendar days to respond as to whether the change will necessitate a revision to the Regional Transportation Plan.
9. It is the responsibility of the implementing agency to notify the RTC of approval to implement a project on a Regionally Significant facility. A project is considered approved when the governing body of the implementing agency by formal action authorizes the project to proceed.
10. The analyses required for the Regional Transportation Plan are supported by the regional travel demand forecast model. The Master Plan of Streets and Highways forms the basis for the forecast model roadway network.

2.4 PROJECT INITIALIZATION

At such time as an entity recognizes the need for a new or improved facility and at such time as the entity can predict a future location of the proposed facility, action may be initiated to request project funding for the right-of-way engineering and construction cost. This action should be taken well in advance of the required date for actual expenditures to allow the funds to be programmed in conjunction with other related projects based upon transportation needs and priorities.

A project may be initiated by the entity which has jurisdiction over the physical location of the proposed system. This shall be accomplished by the governing body of the entity requesting consideration of the proposed project by the RTC. If a project involves more than one jurisdiction, one entity will be responsible for project administration.

The RTC may then approve the project. This approval may take any of the following forms:

1. Approved Project, Proposed Appropriation: The project becomes a part of the approved project list but has no relative priority and construction is not imminent nor does an urgent need exist. The project estimates of cost will not be reflected in the financial statements as an appropriation. Since money has not been appropriated for the project, it will not be necessary to draft a formal interlocal contract; however an interlocal contract may be drafted for portions of the project.
2. Approved Project, Approved Appropriation: The project becomes a part of the approved project list and has an assigned priority for construction. Method B Interlocal Contracts must be used for all large, multiple step projects.

Method A - Interlocal Contract/Supplemental Interlocal Contract Method: It will be necessary to draft and approve an interlocal contract covering engineering design and right-of-way acquisition and all associated costs will be considered as appropriated funds for expenditure and listed in the financial statement in that category.

The RTC may reassign priorities and adjust appropriations for projects consistent Section 1.3 Responsibility of the RTC.

The fact that a project is approved and has been given priority does constitute authority for expenditure of funds as approved by the interlocal contract, but does not preclude another project being moved to a position of precedence over a previously approved priority project.

Funds may be appropriated for construction when the project is part of the approved project list has an assigned priority, design is complete, and right-of-entry has been obtained on all right-of-way necessary for construction. Prior to the entity making any commitment for related project construction services or expenditures, it will be required that a supplemental interlocal contract is executed, all reimbursable amounts included in the contract will be considered as expenditures for purposes of the financial statement.

Method B - Interlocal Contract/Authorization to Proceed Method: It will be necessary to draft and approve an interlocal contract covering the total estimated cost of the project. The costs will not be considered as appropriated funds for expenditures and they will not be listed as such in the financial statements.

Funds will be considered to be appropriated for expenditure only by approval by the RTC of an authorization to proceed for each phase of the project which will include a total appropriated cost for the phases of the project in the authorization to proceed. A cash flow statement must accompany each request for an authorization to proceed. To ensure that both Public Works and Finance staff are aware of projects impacting entities fiscally, a copy of all agenda items submitted to the RTC to encumber funds shall be forwarded to the Finance Manager of the submitting entity.

The procedure for appropriating funds by approval of authorizations to proceed must be included in the Interlocal Contract.

An aerial view vicinity map indicating project location shall be included as back-up documentation at the time the entity requests approval of an interlocal contract and/or initial authorization to proceed. An updated vicinity map shall be provided for any supplemental interlocal contract which changes the scope of project.

INCENTIVE CLAUSE

In order to expedite projects, revenue not committed to prepayment of bonds may be available for construction of projects on a first come, first served basis. At the time that Authorization to Proceed for construction is requested, the requesting agency must demonstrate that the project is included in the first five years of the Capital Improvement Program, have the 90% design plans complete, have right-of-way for construction purposes obtained or demonstrate to the Commission that it is in the process of condemnation, and confirm that all supplemental funding including Special Improvement District funding will be in place at the time the bid is awarded. At the time Authorization to Proceed is requested, a separate agenda item must be submitted to amend the Capital Improvement Program, if necessary, or to request the project be moved ahead of another project on the approved construction list. If the project has not been advertised for bids within a period of three months after the signed Authorization to Proceed has been received from the RTC, the Authorization to Proceed shall automatically be considered revoked. An agenda item must be resubmitted to request approval of the Authorization to Proceed for construction. The RTC staff shall maintain a perpetual approved construction list showing the order of projects approved for construction, the date the Authorization to Proceed was sent to the agency, and the status of the project. A current copy of the list shall be included under the Status Reports item, and updates shall be immediately e-mailed to each Public Works Director and their designees.

It is also desirable to accelerate the design of projects. Authorizations to Proceed for design should be submitted in the fiscal year that funding is provided in the Capital Improvement Program. Prior to

accelerating project design schedules, the responsible entity should consider the number of projects already under design and be able to complete those designs as scheduled.

2.5 PROJECT APPROVAL

When the proposed project is presented to the RTC, the entity representatives may request that the project be placed on the Project List. The submitted project must include all necessary data to allow the Commission to evaluate the project in terms of need and availability of funds. The following preliminary information should be included as a minimum:

1. All available project engineering justification, including traffic projections and warrants.
2. Complete description of the project location and limits of construction.
3. Type of construction, such as overlay, new construction, re-mix, etc.
4. A typical section should be included indicating the general geometrics and estimated limits of transverse construction.
5. An estimate of all anticipated project costs including right-of-way, engineering, construction costs, signal systems, drainage, utility relocation, contingencies and other related costs.
6. An estimate of time frame for expenditure in each of the above areas.

2.6 PROJECT REIMBURSEMENT

The amount of project reimbursement will be limited to the specific amounts as itemized in the interlocal contract or authorization to proceed. These amounts may not be exceeded except as follows:

1. When it becomes apparent that estimated amounts will not be sufficient to adequately fund a project, an interlocal contract should be forwarded to the RTC by the responsible representative requesting additional appropriations. This procedure will be followed for:
 - (a) increasing right-of-way costs,
 - (b) adjusting the construction cost estimate to reflect the actual bid price of the project (if the bid exceeds the original agreement), and
 - (c) adjusting projected engineering costs. The introduction of new related project costs not included in the original agreement or increase in the total project cost over the amount in an approved interlocal contract will require a supplemental interlocal contract.
2. Individual change orders not in excess of ten percent (10%) of the contract award amount that impact RTC funds will be reviewed and approved in a timely manner by the General Manager for eligibility of funding. The aggregate of change orders so authorized shall not exceed 10% of the contract award amount without prior authorization of the Commission. Such change order processing will be in accordance with Section 4.4.

Individual change orders which impact RTC funds in excess of ten percent (10%) of the contract award amount must be approved by the Commission prior to reimbursement. Any change order which has no impact on RTC funds, regardless of amount, need not be approved by the Commission.

If the contract award amount impacting RTC funds plus the processed change order exceeds the total amount in the interlocal contract, it will be necessary to request an increase in project construction funds as specified in Section 2.6(1).

3. Engineering costs will be reimbursed on a project according to the interlocal contract or authorization to proceed. If additional engineering services are required in excess of the original interlocal contract or authorization to proceed, requests for additional funds shall be made as the need occurs.

Additional reimbursement information is contained in Section 6.

3.0 PROJECT REQUIREMENTS

3.1 RIGHT-OF-WAY

Any RTC member agency shall be required to dedicate right-of-way on parcels that they have ownership on to facilitate the construction of an RTC funded roadway project. Right-of-way acquisition for the construction of a project may be funded by the RTC. On all right-of-way to be purchased, except as otherwise directed by the Commission, or as otherwise provided for in NRS 645C.150, the appraisal of at least one M.A.I. (Member of Appraisal Institute) or other person who is a senior or designated member of the Appraisal Institute or American Society of Appraisers will be required. In addition, the appraiser shall be a Certified General Appraiser with the State of Nevada - Department of Commerce, Real Estate Division.

All appraisals will be reviewed by the administrating entity and a summary of the appraisal values will be forwarded to the RTC in the appropriate format. Right-of-way concessions in exchange for the donation of right-of-way shall have individual cases reviewed by the Executive Advisory Committee and approved by the RTC. Preparation of right-of-way drawings for the project shall be the responsibility of the designated entity. Plats shall include the following information as a minimum:

1. Alignment information for section lines and center lines and sectional ties
2. Subdivision and sectional references
3. Existing improvements intake area and immediately adjacent thereto
4. Existing and proposed right-of-way lines
5. Property lines
6. Document numbers and dates for existing rights-of-way, easement, and patent reservations
7. Tax parcel numbers and owner's names for all parcels from which right-of-way is required; tax parcel numbers only for all other parcels shown
8. Street names
9. Curve data
10. Legend
11. City limits
12. Property schedule
13. Basis of bearing
14. North arrow

Prepare all descriptions of the take-area parcels involved in the project.

Prepare 8-1/2" x 11" parcel maps for all properties from which right-of-way is required. Parcel maps should include:

1. Tax parcel number and owner's name
2. Sectional and/or subdivision references and ties
3. Existing and proposed right-of-way lines
4. Dimensions of the take-area
5. Take-area to be shaded
6. Existing topo
7. Parcel area: total area, take-area, and remainder should be indicated
8. North arrow and scale

The RTC may participate in the purchase of property necessary for the construction of a project. Related right-of-way costs such as appraisals, title insurance, etc., will be reimbursed or paid directly by the RTC. Right-of-way may be acquired by the administering entity at a cost not to exceed the appraised value provided that funds for such acquisition have been allocated by interlocal contract. Prior to purchase of property, copies of the appraisals shall be submitted to the RTC staff for review. The appraisals may be considered to be approved if no written objection is sent to the administering entity within five working days after receipt of the appraisals.

Negotiated or stipulated settlements must be forwarded to the General Manager of the RTC for concurrence and recommendation and the General Manager is to respond to the entity within five working days. A "no response" by the General Manager would be equal to "no exception taken" and the entity would proceed. In the case of unresolved dispute of recommendation between the entity and RTC General Manager, such disputes are to be forwarded to the Executive Advisory Committee and RTC for resolution.

The value of minor parcels of right-of-way needed for the construction of a project, which are estimated to cost \$10,000 or less, may be negotiated in lieu of being based on an appraisal.

If it becomes necessary to purchase additional property in order to acquire the necessary right-of-way for construction, the RTC may participate in the purchase of the property. Any residual properties not within the project limits of construction will require reimbursement to the Regional Street and Highway Fund if the property is sold or used by the administering entity in the manner outlined below:

1. Sale of residual property shall comply with all the provisions of the appropriate state laws and ordinances. The cost of the appraisals shall be at the expense of the prospective purchaser, but entity costs of selling the property shall be at the expense of the RTC. Remaining proceeds from the sale shall be deposited in the Regional Street and Highway fund.
2. If the administering entity desires to sell or use a residual property for a public purpose, the Regional Street and Highway Fund may be reimbursed by the entity on a pro-rata basis determined by multiplying the appraised price per square foot times the residual area.
3. If at project close out, residual property still exists and the entity has no plans for use or sale, the RTC will place a "Notice of Lien" on the property, as referenced in the appendix. The Lien will ensure that the Regional Street and Highway Fund receives the proceeds from the sale of the residual property.
4. The RTC may reimburse the costs incurred on a project in the purchase of property under a willing buyer/willing seller program in accordance with the requirements of the Nevada Revised Statutes and any criteria established by RTC.

3.2 DESIGN CRITERIA

All projects shall be designed for future traffic to local standards, to standards adopted by the RTC as enumerated in the appendix of this document, the standards contained in the adopted Bicycle/Pedestrian Element of the Regional Transportation Plan, the State standards, American Association of State Highway and Transportation Officials (AASHTO) standards, the Regional Intelligent Transportation Systems Architecture adopted by the RTC, and generally accepted engineering practices. The Uniform Standard Specifications for Public Works Construction of Off-Site Improvements, Clark County Area, Nevada, hereinafter referred to as "Standard Specifications," most recent edition shall be used on all contracts. No streets shall be constructed with less than a 3" asphalt concrete pavement, or the equivalent if other paving materials are used. The base course requirements on each street shall be determined by an acceptable method based on the types of soils encountered as sub-base material.

The installation of raised medians to reduce left turn conflicts and provide for pedestrian refuge areas shall be addressed during the project design.

Median islands or continuous left turn lanes should be built on all jobs where feasible. Landscaped or raised medians are preferred. Where traffic signals are anticipated to be installed at a later date, conduit shall be included during the construction of the project.

Before beginning design of any drainage facility, data relating to existing flows, ultimate flows as shown in the Clark County Regional Flood Control Master Plan, and the construction schedule of future Flood Control District projects shall be collected and considered. Drainage studies and the design of drainage facilities constructed on RTC projects shall be in accordance with the Clark County Regional Flood Control District's Hydrologic Criteria and Drainage Design Manual.

Projects shall be constructed to meet the requirements of Americans with Disabilities Act (ADA) Title II, including the "Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way", available at: <http://www.access-board.gov> and all projects shall be in accordance with the RTC policy on sidewalk.

3.3 PLANS AND SPECIFICATIONS REVIEW

During the design and construction phases of project development, the administering entity will be required to prepare and present monthly status reports to the RTC. Project status reports must be submitted to the RTC within 60 calendar days after the interlocal contract has been approved by the RTC. These reports will be for purposes of keeping the RTC informed of the project progress.

A pre-design conference shall be held with representatives of each entity in which the project is located with the General Manager or designee and the design engineer present. Design conferences to be held at least monthly to review the progress.

One copy of preliminary plans and specifications will be furnished to the General Manager for review at each stage of the review process prior to the finalization of design.

This review will be for the purpose of insuring compliance with RTC policy. Such a review shall be completed within ten working days of receipt of such plans and specifications.

Project plans submitted to the RTC will include the following information:

1. Two sets of prints of the entire project (one to RTC Streets & Highways, one to FAST)
2. Two complete sets of project specifications, special provisions, and bid documents (one to RTC Streets & Highways, one to FAST)
3. One copy of updated cost estimate, with costs by funding agency identified

The following items, if completed for the project, shall be provided to the RTC if requested by the RTC:

4. Cross sections for the project
5. One set of excavation/fill quantity computations
6. One set of right-of-way plans and parcel maps
7. One copy of traffic study
8. Computations on project quantities and structural items, if requested
9. One copy of drainage study
10. One copy of soils report

All of the above items will be retained in the files of the administering entity and be available to the RTC staff upon request.

The design for all projects shall be submitted to the governing body of each entity affected for review in the preliminary stage before finalization of the design. The design in the preliminary stages shall include all major features including a summary of drainage facilities and associated costs and ADA compliance elements. When the construction cost of drainage features associated with the project exceeds 45% of the total construction cost of the project permission must be obtained first from the RTC before design begins.

A summary of the final design of all projects shall be submitted to the Executive Advisory Committee and the RTC at the time approval of the authorization to proceed for construction is requested. The summary shall include at a minimum descriptions of the existing conditions, the proposed improvements, funding requirements and the construction schedule.

3.4 PLANS AND SPECIFICATIONS

The RTC will require two complete Bid sets of plans specifications, contract documents and addendums for all projects at the time they are issued. These plans and specifications will reflect on the title sheet the fact that the project is being funded by the RTC and will include a signature area for the General Manager of the RTC in addition to those required by the entity administering the project.

If the project is to be constructed as part of an assessment district, the title sheet as indicated above should include identification that a portion of the district is being funded by the RTC.

4.0 PROJECT ADMINISTRATION

4.1 CONSTRUCTION CONTRACT ADVERTISEMENT, BID AND AWARD

The designated entity responsible for administration of the project will coordinate all project advertising for bids, bid evaluation and summaries. It will be the entity's responsibility to insure conformance with required advertising procedures and contract award.

If a project funded by the RTC is included as a part of a larger project not funded by the RTC, a separate estimate of quantities shall be included for the RTC portion.

4.2 CONSTRUCTION CONTRACT ADMINISTRATION

The administering entity will be responsible for construction contract administration and for providing engineering and inspection to adequately control the project to assure construction of the project according to the plans and specifications.

For purposes of direct project coordination, the entity should designate one individual who will be responsible for the construction contract administration. All contacts and correspondence between the RTC and the entity concerning the project will then have a single focal point.

The construction contract administration, engineering, and inspection may be performed all or in part by the administering entity or may be contracted to a consultant.

4.3 CONTROL OF WORK

It is the responsibility of the administering entity to see that work performed and materials meet the prescribed requirements.

The administering entity will provide sufficient engineering supervision to assure vertical and horizontal control to allow construction of the project to line and grade within acceptable accuracy. Reimbursement for such engineering, inspection, and supervision will be in accordance with Section 6.1 “Reimbursable Costs”.

The administering entity will be required to submit copies of all inspection reports, materials, test reports, contract documents, and right-of-way documentation to the RTC when requested. In addition, the entity will submit to the RTC, on a monthly basis, a written summary of project activities completed and activities expected during the coming reporting period.

4.4 CHANGE ORDERS

Except as provided in Section 2.6.2 and the Standard Specifications, change orders on projects funded in whole or in part with RTC funds may be authorized by the RTC.

A change order will be required in the following situations:

1. Any change requiring additional work which is not within the original scope or intent of the project, or any change which deletes work which changes the scope or intent of the project.
2. Construction of a new traffic signal or full underground facilities for a future traffic signal at a location not shown on the plans.
3. Any revision to the size or alignment of the designed drainage facilities which would result in a change to the conceptual drainage plan or which results in a facility which is not in compliance with these Policies and Procedures.
4. An increase or decrease in the number of travel lanes as shown on the plans.
5. An increase to the construction conflicts bid item budgeted amount.
6. Damages paid to the contractor for delay claims.

Additional work which is within the original scope and intent of the project and is paid under a construction conflicts bid item will be reimbursable if it is a reimbursable item as outlined in these Policies and Procedures and funds are available. The administering entity shall forward a copy of the written authorization for the contractor to perform the work together with any documentation explaining the cost of the work to the RTC prior to reimbursement.

4.5 PROJECT SIGNS

An appropriate number of RTC Construction Signs (a minimum of one per major approach) shall be placed on all RTC Construction Projects, except that no signs are required on traffic signal projects.

On projects where the RTC has reimbursed a substantial amount, such as for the design and right-of-way acquisition, and the construction of the project is funded with other than RTC funds, the RTC should be listed as a participating funding agency on the construction sign used by the agency funding the construction.

5.0 RTC RESPONSIBILITY

5.1 GENERAL

The RTC is a governing body and shall take such actions as may be authorized by the Nevada Revised Statutes, Clark County Ordinance, adopted Policy and Procedures, or contractual agreements executed by the various entities.

5.2 PROJECT REVIEW

The RTC will review projects to ensure compliance with RTC Policies and Procedures from those documents submitted as required in Section 3 “Project Requirements”.

5.3 CONSTRUCTION CONTRACT AWARD

An informational agenda item will be submitted to the Executive Advisory Committee and RTC by the entity for all bid awards within 30 days of award of bid. The Award of Bid Agenda Item shall include: project funding provided by all entities/sources and their combined total for the project; date the bids were opened; number of bids received and range; recommended best responsive bidder, dollar amount of the bid submitted, and percent lower/higher than the engineer’s estimate; date of the Interlocal Contract between the RTC and entity and the dollar amount allocated to construction; a bid tabulation; a cash flow projection for the project; and a construction schedule for the project. Refer to Section 4.1 “Construction Contract Advertisement, Bid and Award” concerning procedures associated with project advertisement, bid and award.

5.4 PROJECT FIELD AUDIT

The RTC will review projects on a regular basis but will have no direct administrative control over the project administration being exercised by the responsible entity. The RTC will participate in periodic field audits through the General Manager prior to final project acceptance to assure compliance with the interlocal contract. Prior to final project payment, the responsible entity will present a summary of all project costs to the RTC for approval.

5.5 PROJECT DOCUMENTS

The responsible entity will receive, maintain, and file copies of documents associated with the project including agreements, inspection reports, test reports, correspondence, plans, specifications, and as-built plans. All responsible entity's files and documentation regarding the project will be available for review by the RTC.

5.6 UNIFORM STANDARD SPECIFICATIONS AND DRAWINGS

The Regional Transportation Commission will maintain the Uniform Standard Specifications and Drawings for Public Works Construction Off-Site Improvements, Clark County Area, Nevada and be the official repository of the latest copy. Revisions to the documents will be made in accordance with the procedures approved by the RTC

6.0 REIMBURSEMENTS

6.1 REIMBURSABLE COSTS

No costs will be considered for reimbursement which were incurred before the date the project was placed on the project list. However, a project may be proposed by an entity for future RTC reimbursement if a resolution is first adopted by the RTC expressing its intent to participate in such reimbursement. Such resolution must expressly state that future RTC reimbursement will be conditioned upon availability of adequate funds and compliance by the entity with all standard conditions, rules and standards for RTC funded projects in effect at the time the resolution is adopted. Reimbursement may be made for eligible expenses that are incurred for a period of up to 18 months prior to the date the reimbursement is approved by the RTC. The project must be included on the Project Priority List prior to actual reimbursement. In addition, any project listed on Q-10 high speed lane miles shall be required to perform an access management/control analysis to preserve the nature of the facility as part of the project’s pre-design report.

The RTC will reimburse costs from the Regional Street and Highway Fund on projects which have been approved by the RTC and the represented political entities. All project costs subject to reimbursement are open to audit by the RTC. The following direct costs are considered as allowable costs for reimbursement:

1. Engineering: All engineering costs associated with preliminary studies, preliminary and final engineering and construction engineering will be considered as a reimbursable cost. Reimbursable costs for such purposes may include materials, supplies, equipment and vehicles used specifically on a project, labor involved in engineering, testing, inspection, and other similar and related engineering costs or special services. Effective July 1, 2003 the labor costs are defined as an employee’s base wage rate, the employee’s fringe benefit rate, and an overhead charge.

The maximum reimbursements for engineering, including plan checking shall not exceed either a negotiated maximum based on the scope of work, or 20% of the total construction cost except in the following cases:

- A. All assessment districts must pay their share of the engineering costs as determined by the percentage value of the assessment district construction compared to the total of the construction project.
- B. The RTC shall participate in only a proportionate share of the engineering and administrative costs of joint RTC/CCRFCFCD drainage facilities.
- C. The administering entity shall pay the engineering costs for facilities included in an RTC project contract, but which are outside the scope of the RTC project.

The cost associated with potholing associated with project design to determine the exact horizontal and vertical location of utilities that may conflict with project improvements shall be considered an engineering expense but it shall not be included in the engineering expense subject to the percentage limitation.

The cost of construction staking shall be considered an engineering expense, but it shall not be included in the engineering expense subject to the percentage limitation. If construction staking is made the contractor's responsibility under the contract documents, it shall be a separate bid item.

Any other expense which is typically an engineering expense, such as construction staking that is made the contractor's responsibility under the contract documents shall be included in the contract as a separate bid item.

When an entity hires a consultant for project management, the entire cost of the consultant's contract, including administrative expenses, may be reimbursed providing the consultant's sole responsibility is the management of RTC projects. When the consultant's responsibilities include other than RTC projects, a proportionate share of the consultant's administrative expenses may be reimbursed.

Expenses related to work on RTC issues that are not attributable to a specific project may be reimbursed at the fully burdened rate. The employee's expense will be paid through the entity's programmed motor vehicle fuel tax funds and the cost will be reflected as a project line item on the Capital Improvements Program and in an interlocal contract. Invoices for the employee's cost must include copies of the time sheets showing the RTC projects or program development that were worked on. The employee's time spent on non-RTC street and highway related activities or training is not reimbursable.

Allowable engineering may be exceeded in special cases when they are included in the Interlocal Contract.

Projects may be subject to a negotiated maximum engineering reimbursement in lieu of a maximum based on a percentage of the construction cost providing that method is specified in the Interlocal Contract. Sufficient justification as determined by the RTC, such as detailed engineering cost estimates, must be submitted at the time any engineering funds are requested. Any other deviations from project accounting procedures as stated in these Policies and Procedures shall also be specified in the Interlocal Contract.

- 2. **Right-of-Way:** Right-of-way costs may be considered on all RTC projects. Appraisal costs, title search, acquisition costs, negotiations, deed stamps, recording costs, filing costs, and related right-of-way engineering costs including topographic surveying of property to be acquired and special environmental study costs will be paid by the RTC provided they are included in the interlocal contract. Costs of appraisals to determine special benefits to properties along a RTC project and included in a special improvement district will also be considered a reimbursable right-of-way expense.
- 3. **Construction:** Project construction costs within approved construction limits may be reimbursed as follows:

- A. RTC funds may be used to partially fund flood control projects located within the limits of a funded RTC project. The RTC funding will be limited to the cost necessary to construct drainage facilities identified as reimbursable herein. RTC funds may be used to fund drainage facilities designed to collect the 100-year storm event if such facilities are within the project limits and within 600 feet of a Clark County Regional Flood Control District master plan facility that is existing or on the 10-year construction program.
- B. All-Weather Roads: Twelve feet of road in each direction shall remain serviceable (dry) for emergency vehicles during a 10-year storm. At cross streets, depth of water shall not exceed curb depth during a 10-year storm. The roadway shall be protected from a 10-year storm for longitudinal drainage and a 100-year storm from transverse drainage.
- C. Interception of Sheet Flow Drainage: All sheet flow drainage intercepted by the roadway shall be discharged within the same drainage area.
- D. Nuisance Water Control: Defined as water runoff that would flow in the roadway when there is not storm water present. Provisions for nuisance water shall be provided in all urban roads. A maximum 18-inch pipe size will be reimbursed by the RTC for nuisance water, provided there is existing drainage facility to connect the pipe to, or if an entity neighborhood plan allows for future connection.
- E. Intensification of Drainage: Street paving may cause more storm water runoff. It is the obligation of the RTC to ensure safe disposition of the increased runoff due to roadway construction. The flow from the street shall be discharged within the existing drainage area, except as provided in Subsection 6.1.3(F).
- F. Diversion of Drainage: No drainage may be diverted from its natural drainage course unless diverted in accordance with the Regional Flood Control Master Plan. The RTC may reimburse the cost of diverting flows in accordance with flood control master plans. However, the extent of RTC reimbursement shall be determined on a case-by-case basis. Entities shall pursue Regional Flood Control participation in the construction of joint RTC/CCRFCFCD facilities.
- G. Street along any streets incorporated in the Regional Transportation Plan will be reimbursed. In any incorporated or unincorporated community outside the Las Vegas Valley, intersection street lighting will be installed in public right-of-way as determined by the Board of County Commissioners or the respective City Council.
- H. The cost of traffic control signals will be considered and approved on an individual basis. However, such installations must be on approved routes and must meet the minimum warrant requirements as specified in the Manual on Uniform Traffic Control Devices.

Infrastructure for future traffic signals at the intersection of two streets on the RTC master plan which are currently not warranted are reimbursable.
 - 1. Any developer contributions for traffic signal infrastructure must be collected and used to offset the cost of facilities.
 - 2. Replacement or upgrade of above ground infrastructure is reimbursable.
 Relocation and modification of existing school flashers to comply with the requirements of the Manual on Uniform Traffic Control Devices, that meet the warrants adopted by the RTC, will be reimbursed.

Construction of new school flashers are reimbursable when:
 - 1. The proposed flasher satisfies the criteria set forth in the appendix for the installation and operation of speed limit sign beacons.
 - 2. The construction of the school flasher is the least cost method of providing safety for both vehicular and pedestrian traffic.
- I. Traffic lane delineation and special traffic markings will be reimbursed. Traffic control signs which are placed in accordance with the Manual on Uniform Traffic Control Devices, and which are necessitated by the construction of the project will be reimbursed.

- J. Off site improvements or adjustments may be reimbursed but must be approved on an individual basis by the RTC.

Off-site improvements adjacent to Clark County Regional Flood Control District Detention Basins may be funded on streets with a planned right-of-way width of 60 feet or more. Reimbursement of costs is limited by the following criteria:

1. The facility must be located within the Federal Aid Urban Boundaries of the Las Vegas Valley. In addition, one or more of the following criteria must apply.
 - a. There must be existing paved access on the street adjacent to the Regional Flood Control District Detention Basins on which construction of off-site improvements is proposed as listed below:
 1. Completed off-site improvements across the street from the Basin, or
 2. Completed off-sites on either side of the basin that would match the proposed off-sites, or
 3. Existing paved access adjacent to the basin, but no full completed off-sites adjacent to or next to the basin.
 - b. Construction of off-site improvements would be complete or provide a route between two paved streets.
 2. The off-site improvements proposed to be funded with fuel tax proceeds have been determined to be ineligible for CCRFCD funding.
 3. Improvement of only one-half of the street may be funded.
 4. All-weather street criteria as contained in the RTC Policies and Procedures would not necessarily have to be followed at the time the off-site improvements are constructed.
 5. No right-of-way costs will be reimbursed.
 6. Off-site improvements constructed on a street on the approved RTC Capital Improvement Program may be reimbursed with those projects funds, subject to approval of an appropriate Interlocal Contract and Authorization to Proceed.
- K. Reimbursements for landscaping and structural aesthetics may be reimbursed in accordance with the following criteria:
1. Replacement landscaping and related items of construction on properties adjacent to the right-of-way may be reimbursed. Sleeves for irrigation systems for future median landscaping may also be reimbursed.
 2. Aesthetic enhancement on projects may be reimbursable in an amount not to exceed 3% of the construction cost. The enhancement of various functional elements such as beams, walls or columns by utilizing colors, texture or other amenities is encouraged. The enhancements should be in accordance with an approved landscaping and/or aesthetics master plan or should be finalized after public participation. A presentation on the proposed aesthetic enhancement on any project shall be made to the RTC upon request.
- L. Project specific public information expenses may be reimbursed in an amount not to exceed 1% of the construction cost. Public information expenses shall not be included in the construction cost used for calculating maximum reimbursable engineering expenses.
- M. Betterments to Regional Flood Control District flood control channel projects to provide crossings for streets on the Regional Transportation Plan may be funded. Reimbursement of costs is limited to the following criteria:
1. The channel crossing must be on an existing paved access or within the limits of a street that is included in the RTC Capital Improvement Program as a project on which construction is scheduled to begin within three years of completion of the channel crossing project.
 2. The channel crossing and associated improvements proposed to be funded with fuel tax proceeds have been determined to be ineligible for CCRFCD funding.

3. The reimbursable channel crossing would have to be constructed as part of the CCRFCD channel project.
 4. The reimbursable channel crossing must be constructed as a permanent structure to the ultimate width of the street or to the width of a future RTC project. It shall be fully compatible with the grade and alignment of the future street project.
 5. Construction of roadway appurtenances such as full width paving, curb, gutter, sidewalk, and street lights would not necessarily have to be constructed at the time the crossing was constructed unless the appurtenances were an integral part of the structure or necessary to match existing improvements.
- N. Contractor incentives included in a construction contract may be reimbursed.
- O. Contractor supplied quality control documents and associated contractor performed quality control supervision and testing included in a construction contract may be reimbursed.
- P. Miscellaneous construction costs incurred during construction that are not attributable to any specific agency, individual, or entity for work necessary to provide timely completion of a construction or which provide for a better project. Such miscellaneous costs shall not exceed 1% of a project construction cost or \$25,000, whichever is greater.
4. Water and Sewer Facilities Relocation and/or Adjustment: Reimbursement for related water and sewer facilities relocation and/or adjustment costs may be considered on all RTC projects. Adjustments of horizontal and/or vertical location requirements and clearances for existing water and sewer that were properly installed during their original construction may be considered. These facilities include but are not limited to: water and sewer main lines, water and sewer service laterals, valves, valve boxes, pressure regulators, fittings, water and storm drain manholes, meter boxes, and other appurtenant facilities.

Such participation will be limited to direct costs incurred in the relocation of such facilities which are in conflict with sound engineering principles and/or the approved project design and/or policy of the RTC.

5. Reconstruction/Resurfacing Projects for those streets which are eligible for RTC funding and included in the entity's overall pavement management program are eligible for reimbursement.
6. Reimbursement for pavement maintenance strategies used to prolong the life of the pavement. Such strategies may include crack sealing; thin surface coating, such as fog seals; micro seals; slurry seals; chip seals; overlays; pavement and base failure reconstructions; and reprofiling. Reimbursement will be made only for those streets which are eligible for RTC funding and included in the entity's overall pavement management program. The pavement management program must identify pavement condition, proposed strategy and benefit achieved by the strategy.

Costs for restriping and to address ADA accessibility issues when the cross section of the street is changed are reimbursable.

7. Maintenance of landscaping constructed after January 1, 2003 at interchanges on area-wide major roadways. A maximum of 50% of the annual contract maintenance costs of landscaping on system-to-system interchanges may be reimbursed. A maximum of 25% of the annual contract maintenance costs of landscaping on other interchanges on area-wide major roadways may be reimbursed. Categories of work may include operation, maintenance, repair, and replacement. Item of work may include:
 - a. Trash and Debris Removal and Disposal
 - b. Irrigation Repair
 - c. Plant Maintenance
 - iv. Irrigation
 - v. Fertilization
 - vi. Pruning
 - vii. Insect and Weed Control
 - viii. Plant Replacement

- d. Inert Ground Cover Maintenance and Repair
 - e. Retaining Wall Maintenance and Repair
 - f. Other Related Items of Work
8. Maintenance of any traffic signal systems located on roadways which are identified on the RTC Master Streets and Highways Plan and is not located at an intersection with a private road or driveway. Such maintenance includes repair or replacement of foundations, poles, conduits, wire, cabinets, signal heads, mast arms, controllers, services pedestals, loop detectors, video detectors, cameras and other appurtenances due to wear, technical obsolescence or damage. Costs of temporary signal equipment and traffic control required for the repair or replacement are reimbursable. Damage claims paid by insurance companies shall be used to repair damage due to accident and reimbursed to the RTC if paid by the RTC.

6.2 NON-REIMBURSABLE COSTS

The following costs will not be considered as reimbursable costs unless otherwise approved by the RTC as provided for in the adopted policies and procedures:

1. Materials and supplies of a general nature which will be used on more than one specific project.
2. Administrative and judicial costs including equipment and vehicle costs, associated with general project administration, except as provided in Subsection 6.1.1.
3. Office rental, office supplies and equipment, computer rental, telephone calls, desks, printing, and the like when associated with more than one specific project or when associated with general administrative costs, except as provided in Subsection 6.1.1.
4. Wherever a Special Improvement District is formed as part of the project, construction of curb, gutter, sidewalk and parking lanes, defined as the eight feet of pavement adjacent to the curb, and street lights will not be reimbursable items unless specifically approved by the RTC.
5. Utility adjustments will not be reimbursed except where prior rights exist, except as provided in Section 6.1.4. The vertical adjustment of sanitary sewer manholes to grade on RTC projects is not reimbursable. The cost to adjust such manholes is the responsibility of the owning utility. However, when the grade of the roadway is changed by six inches or more, and manholes must be reconstructed, the difference in cost between the reconstruction and an adjustment may be reimbursed.
6. Construction costs for improvements not accomplished by a private contractor, except as authorized by the RTC.
7. Costs of a repair or maintenance except as provided in subsection 6.1.6 and 6.1.8.
8. Any costs not specifically included in the interlocal contract.
9. Materials or work which does not meet specifications.
10. Any items constructed under an approved contingencies amount or construction conflicts bid item unless backup material that describes the nature of the expense accompanies the request for reimbursement or direct payment.

6.3 REQUESTS FOR REIMBURSEMENT OR PAYMENT

The entities may request reimbursement for project costs which have been previously approved and included in executed interlocal contracts or authorization to proceed. As a general rule, the request for reimbursement or payment should be submitted to the RTC monthly and should have reimbursement requests identified or broken down as follows:

1. Right-of-Way: Right-of-way costs shall be identified on the billing and further segregated as follows:
 - a. Appraisal, title and escrow, negotiations, and right-of-way plans
 - b. Acquisition
2. Engineering: Engineering costs will be identified on the billing and will be further segregated as follows:
 - a. Preliminary (including feasibility studies), design basic services, and design special services
 - b. Construction Project Inspection and Construction Special Services
3. Construction: Construction costs will be identified on the billing.

INVOICE PAYMENT POLICY

The following invoice payment policy will ensure prompt and accurate payment of RTC expenses.

RTC reimbursable costs are typically either a member entity's in-house project expenses or expenses invoiced to an entity by a contractor, consultant, or vendor performing services required for entity-administered RTC-funded projects. At a member entity's option, an entity may either pay an invoice directly and request reimbursement from the RTC, or forward the unpaid invoice to the RTC for direct payment to the contractor, consultant, or vendor. Prior to any entity invoices for reimbursement or invoices for direct payment being sent to RTC, the entity shall ensure that all necessary back-up has been included with the invoice to establish the costs as reimbursable per the Policies and Procedures. The RTC will have ten working days to either pay invoices, or respond to an entity on why an invoice was not immediately paid.

Reimbursement to an Entity

On requests for reimbursement of in-house expenses or direct payment, the entity must ensure the following:

1. The RTC project number and the expenditure type (construction, engineering including construction staking, potholing or database expenses, right-of-way/acquisition, or right-of-way/other) shall be identified for each invoice submitted. Invoice back-up must include copies of consultant and vendor invoice or contractor pay estimate, all change authorizations associated with contractor pay estimates, summary of in-house charges, and any other information necessary to determine type of expense as categorized in the Policies and Procedures.
2. The RTC will receive and review the invoice to ensure the work completed is within the scope of the project, the expenditures reflect the approved notice to proceed and sufficient back-up is present. If information necessary to properly process the invoice has not been provided, a notice will be sent to the project engineer of the submitting entity within ten working days of receipt of the invoice identifying the project limits, invoice number and amount and the reason payment has not been made to date. Each notice shall list a point of contact at the RTC who is responsible for the project in question.
3. The administering entity representative shall have ten working days from the date the notice of non-payment has been received to respond to the issues addressed in the notice. Issues shall be addressed by the entity in written format to ensure proper documentation.
4. If the RTC has not received the information requested within the required time frame, one of the following notifications will be sent to the project engineer with a copy also sent to the entity's Finance Director.
 - a. **Partial Payment**: Partial payment will be processed for an invoice for all expenses determined to be eligible under the Policies and Procedures based on information received with the invoice. A partial payment notice will be sent to the administering entity which will identify the project limits and number, invoice number, date and amount, items not resolved and amount not paid. A copy of the invoice and back-up will be included. The entity will have 30 days to resolve any issues identified. Additional partial payments will be made for any items resubmitted within this time period which are considered reimbursable under the Policies and Procedures. Any items not resolved within the time frame established, which

are reimbursable under the Policies and Procedures, will require the entity to submit a new invoice for the items.

- b. **Incomplete Invoice:** Failure to provide back-up information necessary for the RTC to properly process the invoice as identified previously will result in the invoice being returned unpaid to the entity with a notice. This notice will identify the project limits and number, invoice number, amount and date, entity project manager and date the original request for information was sent. No payment will be made and the entity will have to resubmit the invoice with all required information.
- c. **Insufficient Funding:** No payment will be made for invoices which increase project expenses beyond the total interlocal contract amount or amount of approved authorization to proceed. A notice will be sent with the invoice attached, identifying the project limits and number, invoice number, amount and date, entity project manager and the reason for the invoice being returned. The entity will be required to request a revised authorization to proceed and/or supplemental interlocal contract through the RTC. Once the authorization and/or contract is approved by the RTC, entity may resubmit the invoice with sufficient back-up for payment.

Direct Reimbursement

If the administering entity desires for the RTC to pay billings directly to a contractor, consultant, or vendor performing work on RTC-funded projects, it is the entity's responsibility to ensure that the invoice is valid and correct, and all the information necessary for RTC to process payment is included with the request for payment. If back-up received is incomplete, the entity will be contacted as noted above for "Entity Reimbursement" and the entity will be responsible for acquiring the necessary information. Although the RTC will consider requests to expedite a payment, the RTC will not be responsible for late fees or other similar charges for incomplete or untimely invoice submissions.

All invoices received by the RTC will be entered into a database, once developed, to identify the status of the invoice in the payment process. Once the database system is in operation, a monthly report will be generated, identifying, by entity, invoices received and in the process of being paid. A copy of this report will be sent to the Finance Director of each entity and any other representative designated by the member entity.

6.4 PROJECT CLOSEOUT AND FINAL PAYMENT

Projects shall be closed out and final payments including retainage required by Chapter 338 of Nevada Revised Statute (NRS), shall be made as soon as possible after completion of the project. Within two months after completion of the project, or within an alternate time frame as requested by the entity, the staffs of the RTC and administering entity shall meet to review anticipated final costs for the project. The RTC shall provide an accounting to date of invoices received, paid and unpaid. The administering entity shall provide a similar accounting for correlation, plus a compilation of additional costs to be invoiced, calculation of final Special Improvement District (SID) construction and engineering costs, a listing of right-of-way acquisitions to be finalized, a summary of applicable participation agreements both collected and uncollected, a detailed tabulation of construction conflict expenses and pending litigation or other special circumstances which may affect final project costs, and retainage be paid. The need for supplemental interlocal contracts shall also be discussed.

The RTC staff shall review the information, pay valid outstanding invoices, schedule follow-up meetings with the administering entity if necessary and prepare a draft final report within six months of the initial project closeout meeting. If the project closeout is not proceeding in accordance with the above schedule, the administering entity may request that the RTC staff report to the RTC on the closeout delays.

6.5 SUPPLEMENTAL FUNDING

To facilitate the maximum benefit possible from RTC funds, all entities shall attempt to secure supplemental project funding where feasible.

Actions on subdivisions, parcel maps and applications for rezonings, variances and use permits with respect to properties that are adjacent to or which will have a substantial impact on a street that may be proposed or scheduled as a RTC project, and which are acted upon by the Planning Commission or the governing body of the entity that has jurisdiction over the street may be subject to certain conditions of approval at the discretion of the Planning Commission or governing body. Such conditions of approval may include the dedication of necessary rights-of-way and the construction of off-site improvements

reasonably required in connection with the development of the property, including the installation of street paving, storm drain facilities and other off-site improvements that are reasonably necessary for the proper development of such property.

At the discretion of the entity, the property owner or its designee may enter into an agreement to construct such off-site improvements, secured by appropriate performance security, an agreement for the deposit of cash or other performance security to pay the costs of such construction or an agreement to participate in a special improvement district that will be created to construct such improvements, or any combination of such agreement; provided, however, that the property owner shall be informed that the street adjacent to its property has been identified as a RTC project and shall be informed of the option of proceeding with the development of its property at that time, subject to such conditions of approval, or of foregoing the development of its property until such time as such street has been improved, in which event the property owner will be relieved of any obligation to construct any improvements in excess of those that would be included in a special improvement district.

All of the conditions of approval with respect to subdivisions, parcel maps and applications for rezoning, variances and use permits and any obligation of the property owners to dedicate the necessary rights-of-way and to construct the required off-site improvements within the limits of the project as a reasonable condition for the approval of their developments shall remain in full force and effect and shall be enforced by the entity. Nothing in any signed agreement shall prevent the property owner from having its property included in any special improvement district that is created for such purposes.

Likewise, private funds which have been deposited with the entity by developers, individuals or others as an alternate to being required to construct any road improvements which are to be installed with the RTC funds shall be used to supplement RTC funds.

7.0 INTERLOCAL CONTRACTS

7.1 REQUIREMENTS

All Interlocal Contracts between the responsible entity for the project and the RTC shall be drafted in conformance with the current Policies and Procedures of the RTC. Exception to the policies and procedures as determined by action of the RTC may be specifically noted in the Interlocal Contract.

In addition, the following items will be included in the Interlocal Contracts:

1. The name of the funding agency shall be shown on the title sheets of both the plans and specifications as the RTC of Southern Nevada.
2. That the RTC will pay for the cost of the project from funds derived from the Regional Street and Highway funds, upon the presentation of estimates prepared by the entity administering the contract.
3. A paragraph stating responsibility for maintenance of the project.
4. A statement that it is desirable to have no utility cuts permitted on RTC projects within five years following acceptance of the project. Therefore each entity in which an RTC project is located will contact every owner of undeveloped property adjacent to the project and the utility companies with the intent that mains and laterals will be installed prior to or at the time of the road construction. However, if utility cuts must be made in RTC projects, the street shall be restored at least to the minimum requirements as described in Section 208.03.21., "Cutting and Restoring Street Surfacing," and other pertinent sections of the Uniform Standard Specifications.

7.2 REQUIRED APPROVAL

The interlocal contracts must be reviewed first by the Executive Advisory Committee and then submitted to the RTC with a recommendation for approval or rejection. If the interlocal contract is approved by the Commission, the contract will then be submitted to the entities for approval and must be approved as to legality and form by RTC General Counsel. Each entity will receive an executed copy of the interlocal contract.

8.0 REGIONAL STREET AND HIGHWAY FUND

8.1 INCOME

The RTC derives its income from a special motor vehicle fuel tax authorized by Nevada Revised Statute (NRS), Chapter 373 and the Clark County Code, Chapter 4.04. The Regional Street and Highway Fund of Clark County, acting as the fund receiving and dispensing money for the RTC, receives the cents per gallon tax on certain motor vehicle fuels sold in Clark County. The net amount received by the RTC is the aforementioned cents per gallon less an administrative amount deducted by the Nevada Tax Commission for collection and distribution.

The RTC also maintains investments of those fund excesses not required for immediate expenditure on projects and receives a certain amount of income as a result of such investments. Proportionate shares of investment income/administrative expenses shall be credited to/deducted from the entities in the Direct Distribution Fund. No fund within the Direct Distribution Fund may go on the negative side.

8.2 EXPENDITURES

All billings from the entities requesting reimbursement to the entity or requesting direct payment to the entity contractor or consultant must be submitted and must be approved by the entity Public Works Director or other designated responsible person in charge of the project. The General Manager is authorized to process and approve such payments providing the required approval and appropriation requirements have been satisfied.

8.3 FINANCIAL REPORTS

The General Manager will direct the preparation of financial and progress reports as deemed necessary. A complete financial report will be prepared with an annual independent audit at the end of the fiscal year.

8.4 RTC AUDIT

Each year, the RTC shall authorize an independent certified public accountant to perform a financial audit of the activities of the RTC. Such audit and findings resulting there from will be presented to the RTC for review and approval. Copies of the audit will be presented to those interested jurisdictions as required by NRS and applicable ordinance.

The RTC reserves the right to audit all reimbursement requests and expenditures related to funds approved, expended or appropriated for projects under financial sponsorship of the RTC.

9.0 RESPONSIBILITY OF THE RTC EXECUTIVE ADVISORY COMMITTEE

9.1 DEFINITION

The Executive Advisory Committee is an advisory body to the RTC. The types of items, listed below, that will be placed on an agenda of the RTC, shall be placed on an agenda of the Committee and it shall make recommendations to the RTC.

Administrative

1. Budget Items (Informational item)
 - a. Financial detail will not be included in the agenda back up but will be available on the RTC website on a monthly basis.
2. New and/or changes to RTC staffing (Informational item)

Note: The following list of Administrative items are not to be placed on an agenda of the Executive Advisory Committee unless specifically requested:

- a. Office Facilities
- b. Committee Appointments/Resignations, etc.
- c. Transit and Paratransit Complaints and Appeals
- d. Purchases
- e. Awarded RTC Bid Items
- f. "Housekeeping" items

Streets and Highways

1. Proposed Revisions to the Policies and Procedures which are under the direct purview of the Executive Advisory Committee
2. Capital Improvement Program - Updates and Revisions

3. Funding Issues
4. Interlocal Contracts
5. Authorizations to Proceed
6. Revisions and Additions to the Uniform Standard Specifications and Drawings
7. Non-routine Project Issues in which a difference of opinion exists between staff and an entity, and Waivers of Standards
8. Project Issues as provided in the Policies and Procedures
9. Change Orders as provided in the Policies and Procedures
10. Final Reports
11. Status Reports
 - a. Project detail will not be included in the agenda back up but will be available on the RTC website on a monthly basis

Legislation

1. Proposed Bills
2. Enacted Legislation

RTC Transit System

1. Route Changes/Extensions
2. Ridership Revenues
3. Fares
4. System Modification and Expansions

For example: Transfer hubs and stations and park and ride parking lots.
5. Fixed guideway

Planning and Programming

1. Federal Funding Issues
2. TIP/RTP Development and Revisions
3. Unified Planning Work Program
4. Modeling Variables
5. Planning Variables
6. T.M. Items and Reports
7. Bicycle and Pedestrian Element of the RTC
8. Air Quality Issues
9. Notice of Public Hearings
10. Status Reports

9.2 MEMBERSHIP

- A. The membership of the Executive Advisory Committee shall consist of the following:
 1. The Public Works Director or other designated individual, from each RTC member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson, City of Boulder City and City of Mesquite).
 2. The land use planning agency Director or other designated individual, from each RTC member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson, City of Boulder City and City of Mesquite).
 3. The Deputy Director of the Nevada Department of Transportation, or other designated individual.
- B. Each Executive Advisory Committee member shall have one vote.
- C. The terms of the members of the Executive Advisory Committee shall be at the discretion of each represented entity or agency.
- D. For each member as provided for in Paragraph (A) alternate member(s) may be appointed. Such Alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTC General Manager.

9.3 OFFICERS AND DUTIES

- A. A chair and a vice-chair shall be elected annually, at the first meeting in July, from the voting membership of the Executive Advisory Committee. The position of chair and vice-chair shall rotate alphabetically, by entity.

- B. The succeeding chair will officiate at the July meeting and will serve for 12 months.
- C. The chair shall preside at all meetings, call the meeting, and may choose to present a monthly progress report covering the Executive Advisory Committee's recommendations to the RTC.
- D. The vice-chair shall preside at meetings in the absence of the chair.

9.4 MEETINGS

- A. The Executive Advisory Committee meeting shall be held monthly.
- B. Special meetings of the Executive Advisory Committee may be called as directed by:
 - 1. The RTC
 - 2. The chair of the Executive Advisory Committee
 - 3. The request of more than one-half of the membership
 - 4. The Chair of the RTC
- C. The Executive Advisory Committee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at an Executive Advisory Committee meeting must be submitted to the General Manager at least 12 days prior to the meeting date. The General Manager may waive the 12 day requirement in accordance with his or her authority pursuant to the RTC Administrative Procedures for Agenda Processing. The recommendations of the Executive Advisory Committee on each item that comes before it will be forwarded to the RTC.
- D. The presence of a majority of the members shall constitute the necessary quorum of the Executive Advisory Committee for the conduct of business.

9.5 ROBERT'S RULES OF ORDER

Robert's Rule of Order will be used except as follows:

- 1. Seconds will not be required for any motion.
- 2. The chair can make motions and can vote on any motion.

9.6 PROJECT REVIEW

Projects for which funding is provided through the metropolitan area's Transportation Improvement Program shall first be submitted to the Executive Advisory Committee for a recommendation before action is taken by the Commission except in an emergency as determined by five affirmative votes of the RTC.

9.7 ANNUAL REVIEW OF POLICIES AND PROCEDURES

There will be an annual review, by the Executive Advisory Committee, of the Policies and Procedures during the month of August.

10.0 RESPONSIBILITY OF THE RTC STAFF

Staff personnel of the RTC will be responsible for the following:

- 1. To provide clerical, technical and management support to the RTC and RTC advisory committees by:
 - A. Preparing RTC agendas and posting public notices of all RTC and RTC committee agendas in accordance with Nevada State law.
 - B. Streets & Highway staff shall maintain, post, and distribute the RTC Policies and Procedures and prepare and submit agenda items to the appropriate Subcommittees/Committees and Board for approval.
 - C. Attending meetings and public hearings related to RTC business.
 - D. Preparing technical and informational reports for the RTC and the RTC committees.
 - E. Preparing and keeping of budget, bookkeeping, and financial records necessary for the efficient operation of the RTC in accordance with State and County law and generally accepted accounting practices.
 - F. Preparing transportation plans and programs that originate from a coordinated, comprehensive and continuing regional planning process.

2. To perform conceptual reviews of project plans.
3. To perform field audits of projects to determine conceptual compliance with the interlocal contract.
4. To audit change orders as provided herein.
5. To audit monthly payments on projects as stipulated herein.
6. To review all project construction bids and to make recommendations to the RTC Executive Advisory Committee.
7. To recommend reimbursements or payments of the appropriated or authorized amounts as stipulated in the project contract upon receipt of supporting documents substantiating the basis of the claim.
8. To ascertain that all required right-of-way has been acquired, construction plans have been approved, and that all air quality conformity requirements have been fulfilled, and that sufficient funds exist in the Regional Street and Highway Fund to adequately finance the project prior to recommending approval to award the project.
9. To facilitate the utility companies planning for the construction of major facilities in advance of roadway projects thereby reducing potential utility conflicts.
10. To ensure that all RTC actions are consistent with local, state and federal law.
11. All inquiries from media outlets shall be referred to the RTC's Government Affairs Department. An appropriate spokesperson will handle the inquiry. All inquiries from elected officials shall be referred to the General Manager, Deputy General Manager or Government Affairs Department.

11.0 RESPONSIBILITY OF PARTICIPATING ENTITIES

Governmental agencies utilizing RTC funds on projects shall be responsible for the following:

1. To provide the necessary preliminary and final design engineering.
2. To provide the necessary right-of-way drawings, descriptions, and obtaining the necessary appraisals for each project.
3. To acquire the necessary right-of-way or right-of-entry for a project.
4. To coordinate all activities related to project advertising, receiving of bids, and checking all submitted bids for accuracy and validity.
5. To provide all required construction engineering, quality control inspection for projects, and project administration.
6. To submit to the RTC copies of the right-of-way drawings, descriptions, and appraisal summaries for projects.
7. To submit to the RTC prints of project plans and specifications.
8. To submit to the RTC copies of all project agreements, correspondence, inspection reports, and related documents as required herein.
9. To submit to the RTC copies of all revisions, updates and amendments to local development, land use, comprehensive, and master street and highway plans.
10. To process change orders as required herein.
11. To provide all services as described in the Policies and Procedures through staff or consultant services.

12. To submit to the RTC a written request for any appropriations necessary for project completion which is in excess of the reimbursable amounts as set forth in the project contract.
13. To maintain a complete set of "as built" plans and provide these to the RTC upon request.

12.0 BLANK

**13.0 POLICIES AND PROCEDURES GOVERNING TRANSPORTATION ACCESS
ADVISORY COMMITTEE**

13.1 CREATION AND PURPOSE

Pursuant to the requirements of the United States Federal Transit Administration, Section 504 of the 1973 Rehabilitation Assistant Act, the Americans with Disabilities Act of 1990 (ADA), and the Handicapped Transportation Program and ADA Paratransit Plan adopted there under by the RTC, the Transportation Access Advisory Committee (TAAC) will provide public input on the special transportation concerns and needs of the elderly and disabled members of the community.

The TAAC shall serve as the RTC's Paratransit Consumer Advisory Committee as required by the Americans with Disabilities Act.

13.2 MEMBERSHIP

- A. The TAAC shall number no fewer than eight, nor more than 16 persons, each appointed by the RTC.
- B. Vacancies shall be filled by the RTC from membership applications on file with the RTC General Manager or his or her designee. At its discretion the RTC shall periodically solicit membership applications to be reviewed in the event of subsequent Committee vacancies.
- C. The term of appointment of each member shall be for two years ending on June 30th of an odd-numbered year. Members may be reappointed for successive terms.
- D. All Committee members shall be residents of Clark County, Nevada.
- E. TAAC Member Absences
 1. Excusal of an absence may be obtained by contacting the TAAC Chair, the RTC General Manager or his or her designee prior to the meeting at which the absence will occur.
 2. Membership of any TAAC member who has three absences (excused or unexcused) within a calendar year, shall receive a warning letter.
 3. Membership of any TAAC member who has four absences (excused or unexcused) within a calendar year, shall be terminated.
 4. If a member is unable to attend a committee meeting that has been rescheduled to a future date they will not have that absence counted against their attendance, but they will have the option to participate in the committee meeting via conference line provided by the RTC.
 5. Staff will provide the Committee members and the RTC with a TAAC Attendance Status Report each meeting clearly showing each member's accumulated absences for the appointment period.
 6. A Committee member with excessive absences (excused or non-excused) during their appointment term may risk non-reappointment.
- F. Each TAAC member shall have one vote.

13.3 OFFICERS AND DUTIES

- A. The members of the TAAC shall elect a chair and a vice-chair annually at the first meeting in July.
- B. The succeeding chair will officiate at the July meeting and will serve for 12 months.

- C. The chair shall preside at all meetings, call the meetings, and represent the TAAC at all meetings. The chair may choose to present a monthly progress report covering the TAAC recommendations to the RTC.
- D. In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

13.4 MEETINGS

- A. Meetings of the TAAC will be scheduled bi-monthly beginning in July of each year, but a special meeting may be called as directed by:
 - 1. The RTC or its General Manager
 - 2. The TAAC chair
 - 3. The request of more than one-half of the membership
 - 4. The Chair of the RTC
- B. The presence of 1/3 of the membership shall constitute a quorum.
- C. The TAAC shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a TAAC meeting must be submitted to the General Manager or his or her designee at least 12 working days prior to the meeting date. The General Manager may waive the 12 day requirement, in accordance with his or her authority pursuant to the RTC Administrative Procedures for Agenda Processing. The recommendations of the TAAC on each item that comes before it will be forwarded to the RTC.
- D. No meeting of the TAAC shall last more than one hour and thirty minutes except by vote of a majority of those Committee members attending the meeting.

13.5 ROBERT’S RULES OF ORDER

Robert’s Rule of Order will be used except as follows:

- 1. Seconds will not be required for any motion.
- 2. The chair can make motions and can vote on any motion.

14.0 POLICIES AND PROCEDURES GOVERNING THE METROPOLITAN PLANNING SUBCOMMITTEE

14.1 CREATION AND PURPOSE

The Metropolitan Planning Subcommittee shall assist the Executive Advisory Committee in the formulation of recommendations to the RTC. The Subcommittee's areas of interest shall include planning and programming issues and other items as requested by the Regional Transportation or the Executive Advisory Committee

14.2 MEMBERSHIP

- A. The membership of the Metropolitan Planning Subcommittee shall consist of the following entity representatives:
 - 1. The land use planning agency General Manager, Director of Planning or other designated individual, from each RTC member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).
 - 2. The Chief of the Program Development Office of the Nevada Department of Transportation, or other designated individual.
 - 3. The land use planning agency director, or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTC, upon written request to the RTC General Manager.
- B. The membership of the Metropolitan Planning Subcommittee shall also consist of the following community and special interests representatives:
 - 1. A designated staff member from the Clark County Department of Air Quality Management.
 - 2. The Director of the Clark County Department of Aviation, or other designated individual.
 - 3. A representative of each firm operating public mass transit services in the Las Vegas metropolitan planning area under contractual arrangements with the RTC.

4. One representative, selected by the RTC, from the urban goods/freight transportation industry.
 5. One representative selected by the RTC, from the taxicab or private motor carrier industry.
 6. One representative from the Clark County School District.
 7. One representative from the Bureau of Land Management.
 8. One representative from the Southern Nevada Water Authority.
 9. One representative from Nellis Air Force Base.
 10. One representative selected by the RTC, for non-motorized transportation users
- C. Members of the Metropolitan Planning Subcommittee shall be selected by the entity, firm or agency they represent, unless otherwise designated under paragraph (B) above to be selected by the RTC.
- D. Members of the Metropolitan Planning Subcommittee designated under paragraph (B) above to be selected by the RTC shall have a term of appointment for two years ending on June 30 of an odd-numbered year. Members may be reappointed for successive terms. Vacancies shall be filled by the RTC.
- E. Each Metropolitan Planning Subcommittee member shall have one vote.
- F. Except as provided for in paragraph (D), the terms of the members of the Metropolitan Planning Subcommittee shall be indefinite.
- G. For each member provided for in paragraphs (A) and (B), one alternate member may be appointed. Such alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTC General Manager.

14.3 OFFICERS AND DUTIES

- A. A chair and vice-chair shall be elected annually, at the first meeting in July, from the voting membership of the Metropolitan Planning Subcommittee. The position of chair and vice-chair shall rotate alphabetically by the name of the entity, firm or agency listed under Section 14.2(A) and 14.2(B).
- B. The succeeding chair will officiate at the July meeting and will serve for 12 months.
- C. The chair shall preside at all meetings, call the meetings, and represent the Metropolitan Planning Subcommittee at all meetings. The chair may choose to present a monthly progress report covering the Metropolitan Planning Subcommittee's recommendations to the Executive Advisory Committee.
- D. In the event that the chair is unable to perform these duties, the vice-chair shall act in the place of the chair.

14.4 MEETINGS

- A. The Metropolitan Planning Subcommittee shall meet not less than once every two months. Special meetings of the Metropolitan Planning Subcommittee may be called as directed by:
 1. The RTC
 2. The chair of the Subcommittee
 3. The request of more than one-half of the membership
 4. The Executive Advisory Committee or its chair
 5. The Chair of the RTC
- B. The presence of seven (7) of the committee's members shall constitute a quorum.
- C. The Metropolitan Planning Subcommittee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a Metropolitan Planning Subcommittee meeting must be submitted to the General Manager at least 12 working days prior to the meeting date. The General Manager may waive the 12 day requirement, in accordance with his or her authority pursuant to the RTC Administrative Procedures for Agenda Processing. The recommendations of the Metropolitan

Planning Subcommittee on each item that comes before it will be forwarded to the Executive Advisory Committee and the RTC.

14.5 ROBERT'S RULES OF ORDER

Robert's Rule of Order will be used except as follows:

1. Seconds will not be required for any motion.
2. The chair can make motions and can vote on any motion.

15.0 POLICIES AND PROCEDURES GOVERNING THE FREEWAY AND ARTERIAL SYSTEM OF TRANSPORTATION OPERATIONS MANAGEMENT COMMITTEE (FAST OMC)

15.1 CREATION AND PURPOSE

The primary role of the Operations Management Committee (OMC) is to provide instructions and direction to the Freeway and Arterial System of Transportation (FAST) System Director to formulate policy, establish operational procedures and principles, (Transportation Management Strategies), and monitor the various aspects of the FAST System, so long as such instructions and directions are within the polices, procedures and budget established for FAST by the RTC acting as the Policy Board.

A. ROLES AND RESPONSIBILITIES

1. The OMC shall develop and recommend to the Policy Board a funding policy that achieves the funding requirements for the Operation and Maintenance of FAST. The OMC shall be responsible for providing recommendations for the development, review and concurrence of the annual budget that achieves the funding requirements for the Operation and Maintenance of FAST. The OMC shall provide its recommendation at or prior to the scheduled OMC meeting in January of each year.
2. The OMC shall have the authority to appoint working groups to carry out the purpose and duties of this Agreement. These working groups shall make recommendations to the OMC for action.
3. The OMC shall assist with development, review and concurrence with the Transportation Management Strategies prior to their implementation in the FAST System. Exempted are non-regional special events and non-priority times. Transportation Management Strategies selected by the OMC may be implemented during Priority Times.

If a Member Agency desires to remove any portion of the Transportation Management Infrastructure or ITS Field Devices within its jurisdiction from control of FAST, notice of such intent shall be conveyed in writing to the OMC at a minimum of seven months prior to the close of the current fiscal year and in no event shall the proposed number of transportation management or ITS Field Devices exceed ten percent (10%) of the total number of transportation management or ITS devices within the member's jurisdiction. The OMC shall have the authority to approve or disapprove the recommended removal of any Transportation Management Infrastructure or Field Devices from FAST.

4. The OMC shall have the authority to approve or disapprove the recommendation removal of any Transportation Management Infrastructure or ITS Field Devices from FAST.
5. The OMC shall participate in the selection of the FAST System Director and recommend the salary and job responsibilities of the FAST System Director's job performance.
6. The OMC shall recommend the job classifications, job descriptions, job status (appointive or classified), salaries and other related matters to the FAST System Director and the Administrator. Such job classifications shall be filled in accordance with the personnel policies and procedures of the Administrator.
7. The OMC shall review monthly the budgetary needs and expenditures of the FAST System.

15.2 MEMBERSHIP

- A. The Member Agencies, in alphabetical order, are Clark County, City of Henderson, City of Las Vegas, NDOT, City of North Las Vegas, and the RTC.

The OMC membership shall consist of one representative from each Member Agency, represented by the Director, Assistant Deputy Director(s) of Public Works, the Deputy Director(s), Assistant Director for Operations or District I Engineer of NDOT, and the General Manager of the RTC. Each representative shall have a designated first and second alternate at a minimum with full authority to act in the absence of the representative.

Each Member Agency shall have one vote on actions taken by the OMC.

- B. Through the OMC the Member Agencies shall make the final determination regarding which traffic control and/or ITS Field Devices will be operated and/or maintained by FAST.

15.3 OFFICERS AND DUTIES

- A. The members of the FAST OMC shall elect a chair and a vice-chair annually at the first meeting in August.
- B. The succeeding chair will officiate at the August meeting and will serve for 12 months. The chair and vice chair shall be rotated alphabetically by voting entity.
- C. The chair shall preside at all FAST OMC meetings, call the meetings, and represent the FAST OMC at all meetings.
- D. In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

15.4 MEETINGS

The OMC shall meet every other month (even-numbered months). Additional meetings may be held at the discretion of the Chairperson should such a need arise. All meetings shall comply with the notice requirements of the Open Meeting Law (NRS.241).

- A. The presence of a majority of the membership shall constitute a quorum of the FAST OMC.
- B. The FAST OMC shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a FAST OMC meeting must be submitted to the General Manager at least 12 working days prior to the meeting date. The General Manager may waive the 12 day requirement, in accordance with the RTC Administrative Procedures for Agenda Processing.

15.5 ROBERT'S RULES OF ORDER

Robert's Rule of Order will be used except as follows:

1. Seconds will not be required for any motion.
2. The chair can make motions and can vote on any motion.

16.0 POLICIES AND PROCEDURES GOVERNING THE OPERATIONS SUBCOMMITTEE

16.1 CREATION AND PURPOSE

The Operations Subcommittee assists the Executive Advisory Committee in formulation of recommendations to the RTC. The Subcommittee's areas of interest include traffic management and roadway operations, such as standardized traffic control features. Additionally, the Subcommittee may consider recommendations concerning RTC transit operational matters.

16.2 MEMBERSHIP

- A. The membership of the Operations Subcommittee shall consist of the following:
 1. The Traffic Engineer or other designated individual, from each RTC member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).

2. The District Traffic Engineer from the Nevada Department of Transportation, or other designated individual.
 3. The Traffic Engineer, or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTC, upon written request to the RTC General Manager.
 4. An individual designated by the Las Vegas Metropolitan Police Department and other law enforcement agencies in Clark County, upon written request to the RTC General Manager, as a non-voting advisory member.
 5. An individual designated by the Clark County Fire Department and other fire department agencies in Clark County, upon written request to the RTC General Manager, as non-voting advisory members.
- B. Each Operations Subcommittee member, except for the individuals designated by the Las Vegas Metropolitan Police Department, the Clark County Fire Department and other law enforcement and fire department agencies in Clark County, shall have one vote.
 - C. The term of the members of the Operations Subcommittee shall be indefinite.
 - D. For each member provided for in Paragraphs (A), one alternate member may be appointed. Such alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTC General Manager.

16.3 OFFICERS AND DUTIES

- A. The members of the Operations Subcommittee shall elect a chair and a vice-chair annually at the first meeting in July.
- B. The succeeding chair will officiate at the July meeting and will serve for 12 months. The chair and vice chair shall be rotated alphabetically by voting entity.
- C. The chair shall preside at all Operations Subcommittee meetings, call the meetings, and represent the Operations Subcommittee at all meetings. The chair may choose to present a monthly progress report covering the Operations Subcommittee's recommendations to the Executive Advisory Committee.
- D. In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

16.4 MEETINGS

- A. Meetings of the Operations Subcommittee may be called as directed by:
 1. The RTC
 2. The chair of the Operations Subcommittee
 3. The request of more than one-half of the membership
 4. The Executive Advisory Committee or its chair
 5. The Chair of the RTC
- B. The presence of a majority of the voting membership shall constitute a quorum of the Operations Subcommittee.
- C. The Operations Subcommittee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at an Operations Subcommittee meeting must be submitted to the General Manager at least 12 working days prior to the meeting date. The General Manager may waive the 12 day requirement, in accordance with the RTC Administrative Procedures for Agenda Processing. The recommendations of the Operations Subcommittee on each item that comes before it will be forwarded to the Executive Advisory Committee and the RTC.

16.5 ROBERT'S RULES OF ORDER

Robert's Rule of Order will be used except as follows:

1. Seconds will not be required for any motion.

2. The chair can make motions and can vote on any motion.

17.0 POLICIES AND PROCEDURES GOVERNING THE SPECIFICATIONS SUBCOMMITTEE

17.1 CREATION AND PURPOSE

The Specifications Subcommittee assists the Executive Advisory Committee in formulation of recommendations to the RTC. The Subcommittee's areas of interest include matters regarding the Uniform Standard Specifications for Public Works Construction Off-Site Improvements and updating the Uniform Standard Drawings.

17.2 MEMBERSHIP

- A. The membership of the Specifications Subcommittee shall consist of the following:
 1. The Public Works Director or other designated individual, from each RTC member entity (Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson and City of Boulder City).
 2. The Public Works Director or other designated individual, from the City of Mesquite and any other subsequently incorporated city that is a member of the RTC, upon written request to the RTC General Manager.
 3. An individual from the Clark County Regional Flood Control District and the Nevada Department of Transportation District Materials Laboratory or other designated individual shall be non-voting advisory members.
- B. Each Specifications Subcommittee member, except advisory members, shall have one vote.
- C. The term of the members of the Specifications Subcommittee shall be indefinite.
- D. For each member provided for in Paragraphs (A), one alternate member may be appointed. Such alternate members will exercise all functions of the member in the member's absence. All members and alternates must be designated, in writing, to the RTC General Manager.

17.3 OFFICERS AND DUTIES

- A. The members of the Specifications Subcommittee shall elect a chair and a vice-chair annually at the first meeting in July. The chair and vice chair shall be rotated alphabetically by entity.
- B. The succeeding chair will officiate at the July meeting and will serve for 12 months.
- C. The chair shall preside at all Specifications Subcommittee meetings, call the meetings, and represent the Specifications Subcommittee at all meetings. The chair may choose to present a monthly progress report covering the Specifications Subcommittee's recommendations to the Executive Advisory Committee.
- D. In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

17.4 MEETINGS

- A. Meetings of the Specifications Subcommittee may be called as directed by:
 1. The RTC
 2. The chair of the Specifications Subcommittee
 3. The request of more than one-half of the membership
 4. The Executive Advisory Committee or its chair
 5. The Chair of the RTC
- B. The presence of a majority of the membership shall constitute a quorum of the Specifications Subcommittee.
- C. The Specifications Subcommittee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a Specifications Subcommittee meeting must be submitted to the General Manager at least 12 working days prior to the meeting date. The General Manager may waive the 12 day requirement

in accordance with his or her authority pursuant to the RTC Administrative Procedures for Agenda Processing. The recommendations of the Specifications Subcommittee on each item that comes before it will be forwarded to the Executive Advisory Committee and the RTC.

17.5 ROBERT'S RULES OF ORDER

Robert's Rule of Order will be used except as follows:

1. Seconds will not be required for any motion.
2. The chair can make motions and can vote on any motion.

18.0 POLICIES AND PROCEDURES GOVERNING THE BUS SHELTER AND BENCH ADVISORY COMMITTEE (BSBAC)

18.1 CREATION AND PURPOSE

On July 1, 2005, Assembly Bill 239 transferred authority to provide for benches and shelters for passengers of public mass transportation from local governments to the RTC. The Bill required the establishment of an advisory committee to provide information and advice to the RTC concerning the construction and maintenance of those benches and shelters, thereby heightening Commission sensitivity to community needs and desires.

18.2 MEMBERSHIP

- A. Assembly Bill 239 mandates two members of the general public from each city within the county appointed by the governing body of that city and six members of the general public appointed by the Commission. One-third (1/3) of the membership constitutes a quorum. Vacancies shall be filled in the same manner as the original appointment. At its discretion, the RTC shall periodically solicit membership applications for review in the event of subsequent Committee vacancies.
- B. The term of appointment of each member shall be for one year. Members may be reappointed for successive terms.
- C. All Committee members shall be residents of Clark County, Nevada.
- D. BSBAC Member Absences
 1. Excusal of an absence may be obtained by contacting the BSBAC Chair or the General Manager prior to the meeting at which the absence will occur.
 2. Staff will provide the Committee members and the RTC with a BSBAC Attendance Status Report each meeting clearly showing each member's accumulated absences for the appointment period.
 3. A Committee member with excessive absences during their appointment term may risk non-reappointment.
- E. Each BSBAC member shall have one vote.

18.3 OFFICERS AND DUTIES

- A. The members of the BSBAC shall elect a chair and a vice-chair annually at the first meeting.
- B. The succeeding chair will officiate at the first meeting and will serve for 12 months.
- C. The chair shall preside at all meetings, call the meetings, and represent the BSBAC at all meetings. The chair will brief the RTC every six months to report the Committee's progress.
- D. In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

18.4 MEETINGS

- A. Meetings of the BSBAC will be scheduled bi-monthly, but a special meeting may be called as directed by the:
 1. RTC of Southern Nevada (RTC) or its Director
 2. Chair of the RTC

- B. The presence of 1/3 of the membership shall constitute the Committee's quorum.
- C. The BSBAC shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a BSBAC meeting must be submitted to the General Manager at least 12 working days prior to the meeting date for approval. The General Manager may waive the 12 day requirement in accordance with his or her authority pursuant to the RTC Administrative Procedures for Agenda Processing. The recommendations of the BSBAC on each item that comes before it will be forwarded to the RTC.
- D. No meeting of the BSBAC shall last more than one hour and thirty minutes except by vote of a majority of those Committee members attending the meeting.

18.5 ROBERT’S RULES OF ORDER

Robert’s Rule of Order will be used except as follows:

- 1. Seconds will not be required for any motion.
- 2. The chair can make motions and can vote on any motion.

19.0 BLANK

20.0 POLICIES AND PROCEDURES GOVERNING REGIONAL PROJECT COORDINATION COMMITTEE

20.1 CREATION AND PURPOSE

The Utility Coordination Committee of the Regional Transportation Commission of Southern Nevada (RTC) was established by the Commission on August 8, 1991. The purpose of the Committee is to coordinate the construction of infrastructure improvements to reduce inconvenience and delays to the public.

On January 14, 2016, the RTC approved a name change of the Committee to the Regional Project Coordination Committee (RPCC). The name change is intended to reflect the Committee's focus on all types of infrastructure projects with within the public rights-of-way and not just those that are related to utilities. It will also emphasize the long-range planning coordination goals of the Committee.

20.2 MEMBERSHIP

The following entities and agencies are voting members of the Regional Project Coordination Committee:

GOVERNMENTAL ENTITIES

- City of Henderson
- City of Las Vegas
- Clark County
- City of North Las Vegas
- Clark County Regional Flood Control District
- Nevada Department of Transportation
- Freeway and Arterial System of Transportation
- Bureau of Land Management

UTILITIES

- Southwest Gas Corporation
- Las Vegas Valley Water District
- CenturyLink Corporation
- Cox Communications
- Kern River Gas Transmission Company
- Southern Nevada Water Authority
- Kinder Morgan
- NV Energy
- Clark County Water Reclamation District
- tw telecom
- Nevada Public Utilities Commission

Members and alternates shall be designated in writing to the General Manager of the RTC. The terms of the members shall be indefinite.

20.3 OFFICERS AND DUTIES

- A. The members of the Regional Project Coordination Committee shall elect a chair and a vice-chair annually at the first meeting in July.

- B. The succeeding chair will officiate at the July meeting and will serve for 12 months. The chair and vice-chair shall both be rotated annually between a representative from a governmental entity and a utility.
- C. The chair shall preside at all Regional Project Coordination Committee meetings, call the meetings, and represent the Regional Project Coordination Committee at all meetings.
- D. In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

20.4 MEETINGS

- A. The Regional Project Coordination Committee may be called as directed by:
 - 1. The RTC
 - 2. The chair of the Regional Project Coordination Committee
 - 3. The request of more than one-half of the membership
 - 4. The chair of the RTC
- B. The presence of ten (10) or more members shall constitute a quorum of the Regional Project Coordination Committee.
- C. The Regional Project Coordination Committee shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a Regional Project Coordination Committee meeting must be submitted to the General Manager at least 12 working days prior to the meeting date. The General Manager may waive the 12 day requirement in accordance with his or her authority pursuant to the RTC Administrative Procedures for Agenda Processing. The recommendations of the Regional Project Coordination Committee on each item that comes before it may be forwarded to the Executive Advisory Committee and the RTC.

20.5 ROBERT'S RULES OF ORDER

Robert's Rule of Order will be used except as follows:

- 1. Seconds will not be required for any motion.
- 2. The chair can make motions and can vote on any motion.

APPENDIX

WARRANTS FOR SETTING SPEED LIMITS

Policies for warrants for setting speed limits shall be determined by each local entity.

UNIFORM CROSSING GUARD WARRANTS LAS VEGAS VALLEY METROPOLITAN AREA

Policies for uniform crossing guard warrants shall be determined by each local entity.

A RECOMMENDED POLICY FOR THE CLARK COUNTY AREA FOR THE DESIGNATION OF LOCATIONS AND INSTALLATION OF AUDIBLE PEDESTRIAN SIGNALS

Policies for designation of locations and installation of audible pedestrian signals shall be determined by each local entity.

RATING FOR SETTING PRIORITIES FOR TRAFFIC SIGNAL CONSTRUCTION

Policies for priority ratings for traffic signals shall be determined by each local entity.

WARRANTS FOR INSTALLATION OF LEFT TURN PHASES ON TRAFFIC SIGNALS

Policies for warrants for left turn phases on traffic signals shall be determined by each local entity.

**GUIDELINES FOR CONSTRUCTION OF PORTLAND CEMENT CONCRETE
INTERSECTIONS ON RTC PROJECTS**

- I. Determine feasibility of designing a Portland Cement Concrete (PCC) intersection as an alternate to an Asphalt Concrete (AC) intersection.
 - A. The following three criteria should be met:
 - 1. Location is a signalized intersection of two-major developed streets.
 - 2. Intersection is being designed to ultimate line and grade.
 - 3. All foreseeable underground facilities will be in place at the time of construction.
 - B. One of the following traffic volumes criteria should be met:
 - 1. On a street with a grade equal to or less than 3%, a traffic and truck volume corresponding to a traffic index of 11.0 or greater.
 - 2. On a street with a grade greater than 3%, a traffic and truck volume corresponding to a traffic index of 10.5 or greater.
 - 3. On a street with adverse soil conditions such as soils with an R value of 15 or less, or soils with a high potential for chemical heave, the above traffic indices may be reduced to read 10.0 or greater.

Traffic projections to be provided by the Clark County Transportation Study or based on anticipated land use plans.

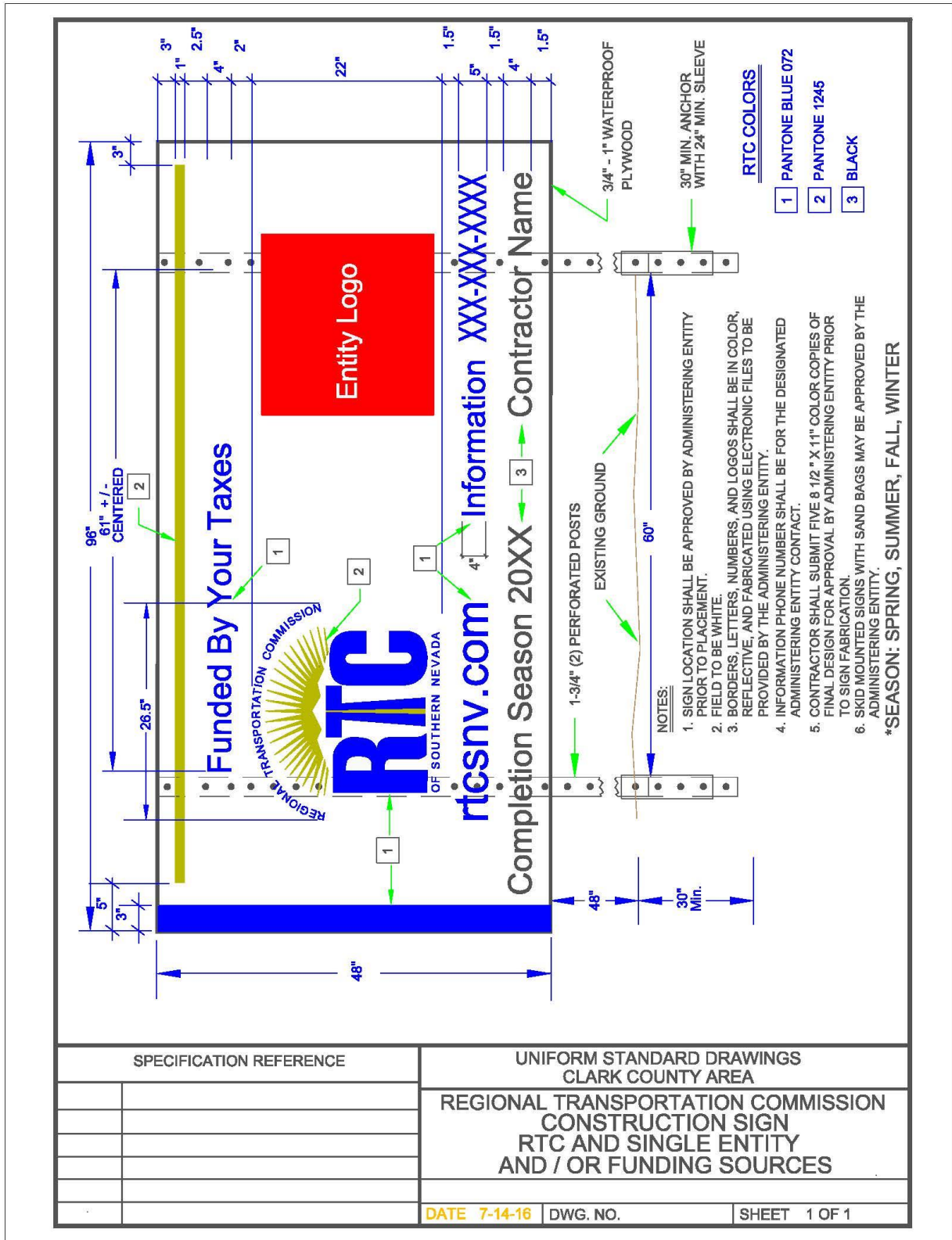
Percentage of trucks should be based on an actual truck count.

- II. After bids are received, the life cycle costs of both the AC and PCC intersections should be analyzed. The costs of the PCC intersection should not be more than 50% higher than the cost of the AC intersection.

PCC approaches to an intersection should be constructed only on the streets on which the traffic volume requirement is met.

Approved 05/10/84

**REGIONAL TRANSPORTATION COMMISSION CONSTRUCTION SIGN
SINGLE ENTITY**



TRAFFIC IMPACT ANALYSIS GUIDELINES

A. Responsibilities for Traffic Impact Analysis.

- (1) A Traffic Impact Analysis may be required for any project generating over 100 peak hour trips by a government agency responsible for adjacent roadways (Agency) in order to adequately assess the impact of a proposal on the existing and/or planned street system. In special cases, a Traffic Impact Analysis may be required for projects proposed to generate fewer than 100 new trips. The primary responsibility for assessing the traffic impacts associated with a proposed development will rest with the developer, not with the responsible governmental agency or agencies serving in a review and approval capacity.
 - (a) Each Agency may have additional requirements for Traffic Impact Studies other than those included herein, and the developer/applicant must comply with all Agency specific requirements.
- (2) A written professional traffic engineering study meeting these guidelines may be required for any development proposal.
- (3) When required, the Traffic Impact Analysis shall be the responsibility of the applicant and must be prepared and sealed by a Nevada Registered Professional Engineer with appropriate experience in transportation engineering. Upon submission of a draft traffic study, the Agency's Traffic Engineer will review the study assumptions, procedures, sources, methods, and findings, and will provide comments in written form. The developer and the developer's engineer will then have an opportunity to incorporate necessary revisions prior to submitting a final report.
- (4) Any traffic study having no regional significance will be reviewed in a timely manner. Developments that will create regional transportation impacts shall be submitted by the applicant to the Regional Transportation Commission (RTC), the Nevada Department of Transportation (NDOT) and, if applicable, other local government agencies, concurrently with submission to the Agency. Longer review periods should be anticipated if the Nevada Department of Transportation or multiple jurisdictions are involved.
- (5) All previous traffic studies relating to the development that are more than one year old at the time of the start of actual development construction may require updating, unless conditions are determined not to have changed significantly.
- (6) Traffic studies may be required for the following submittals:
 - (a) For a rezoning application.
 - (b) For a tentative subdivision map if the property has previously been zoned for the proposed use and no traffic study was required at the time of the zoning.
 - (c) Prior to the issuance of a Building Permit, if the property has already been zoned or subdivided and no previous traffic study less than one year old exists.
 - (d) The applicant may be required to submit a new traffic study if, after submitting the original traffic study, the land use intensity or traffic generation is increased. Where access points are not defined or a site plan is not available at the time the traffic study is prepared, additional traffic analysis may be required when a site plan becomes available or the access points are defined.
- (7) If insufficient information is available but the property appears to involve a sufficiently intense land use, the applicant will be informed that a traffic study is required. The applicant is urged to contact the Agency's Traffic Engineer at the preplanning stage to determine if a traffic study will be required.

B. Suggested Format for a Traffic Study –

Traffic Engineering consultants are required to discuss projects with the Agency's Traffic Engineer prior to commencing the study. Topics for possible discussion at such meeting might include directional distribution of traffic, definition of the study area, intersections requiring level-of-service analysis, and methods for projecting build out volume. This should provide a firm base of cooperation and communication between the Agency, owner, developer and his consultants in developing realistic traffic characteristics, which is in the best interest of the total community. Projects creating regional impacts should be discussed with Clark County, NDOT and RTC. Specific requirements will vary depending on the site location. However, all traffic studies shall contain, as a minimum, the following information:

- (1) Executive Summary. It is anticipated that this chapter will contain a brief project overview, study conclusions and recommendations as an executive summary to guide the local policy-making boards, commissions and councils.
- (2) Introduction

- (a) Site and Study Area Boundaries

A brief description of the size of the land parcel, general terrain features, the location within the jurisdiction and the region should be included in this section. In addition, the roadways that afford access to the site, and are included in the study area, should be identified. Public facilities for bicycles and pedestrians in the project vicinity should be identified. The exact limits of the study area should be based on engineering judgment, and an understanding of existing traffic conditions at the site. In all instances, however, the study area limits shall be mutually agreed upon by the developer, his engineer and the Agency's Traffic Engineer. These limits will usually result from initial discussion with the Agency's Traffic Engineer. A vicinity map that shows the site in relation to the surrounding transportation system should be included.
- (b) Existing and Proposed Site Uses and Densities

The existing and proposed uses and densities of the site should be identified in terms of the various zones categories of the Agency. In addition, the specific use and densities of which the request is made should be identified, if known, since a number of uses may be permitted under the existing ordinances.
- (c) Existing and Proposed Uses in Vicinity of Site

A complete description of the existing land uses in the vicinity of the site, as well as their current zoning use, should be included. The applicant should also state the proposed uses for vacant adjacent land in order that any proposed transition in uses are identified. This latter item is especially important where large tracts of underdeveloped land are in the vicinity of the site, and within the prescribed study area.
- (d) Existing and Proposed Roadways and Intersections

Within the study area, the applicant must describe existing roadways, including sidewalks and bicycle facilities and intersections (geometrics and traffic signal control) as well as improvements contemplated by government agencies. Sidewalk gaps or gaps in the bicycle network should be identified and addressed. This would include the nature of the improvement project, its extent, implementation schedule, and the agency or funding source responsible.
- (3) Trip Generation

The future motor vehicle trips generated on the developed site shall be calculated in a manner consistent with the latest edition of the Institute of Transportation Engineers' (ITE) transferable data collection report, Trip Generation, as amended. The Agency responsible for adjacent roadways may require specific trip generation rates to be used in specific cases that differ from the ITE average values when the results of local studies differ from the national values. For land use categories for which no national or regional trip generation rates are available, the Agency will require documentation at three or more similar sites to support the rates used in the study. A study of less than three sites may be used if justification is provided and the study plan is approved by the Agency prior to the study.
- (4) Trip Distribution

The direction of approach for site generated traffic will be presented in this section. The technical analysis procedures, basic methods, and assumptions used in this work must be clearly stated.
- (5) Trip Assignment

This section will describe the utilization of study area roadways by site generated traffic. The anticipated site traffic volumes must be combined with existing and projected area traffic volumes from Section 6, to describe through and turning movement volumes for future conditions with the site developed as proposed. Internal trips in excess of ten percent (10%) will require analytical support to demonstrate how the higher figures were divided. Non-generated passerby traffic reduction in generation volumes may be considered, if applicable. Analysis techniques that will generally be acceptable are contained in the document published by the Transportation Research Board (TRB), National Research Council entitled, Quick-Response Urban Travel Estimation Techniques and Transferable Parameters, (National Cooperative Highway Research Program Report No. 197), Washington, D.C., 1978 and in the Institute of Transportation Engineers publication Traffic Access and Impact Studies for Site Development. Other network models that differ may be acceptable, if first reviewed with the Agency's Traffic Engineer. The traffic study must also take into account the current edition of the Regional Transportation Plan of Clark County, published by the RTC.
- (6) Existing and Projected Traffic Volumes
 - (a) Existing A.M. and P.M. peak hour traffic (in and out) including turning movements

- (b) For each development phase, the estimated A.M. and P.M. peak hour site traffic (in and out) including turning movements for vehicles, bicycles and pedestrians
 - (c) For each development phase, the estimated A.M. and P.M. peak hour background traffic (in and out) including turning movement
 - (d) For each development phase, the estimated A.M. and P.M. peak hour site plus background traffic (in and out) including turning movements. All raw traffic count data (including hourly, ADT and peak hour turning movements for vehicles, bicycles and pedestrians) and analysis worksheets shall be provided in the appendices. Computer techniques and the associated printouts may be used as part of the report. Development phasing should be determined in conjunction with the developer and the Agency. Build out projections shall include major vacant properties around the proposed development that may be identified by the Agency responsible for adjacent roadways. Volume projections for the background traffic growth may be provided by the Agency or a method for determining their volume will be recommended by the Agency responsible for adjacent roadways. All total daily traffic counts shall be actual twenty-four (24) hour machine counts and not based on factored peak hour sampling. Latest available machine counts from NDOT, Clark County, the City or other agencies may be acceptable if not more than one year old or, if older, suitable justification is provided and approved by the Agency Traffic Engineer prior to the study submittal. Where sufficient local information is available related to the traffic characteristics, traffic counts should be expanded for day-of-week and seasonal variations.
- (7) **Traffic Signals**
 The need for new traffic signals shall be determined using the warrants in the most current edition of the Manual on Uniform Traffic Control Devices. Traffic progression is of paramount importance. Generally, a spacing of one-half (1/2) mile for all signalized intersections should be maintained. This spacing is usually desirable to achieve good speed, capacity and optimum signal progression. To provide flexibility for existing conditions and ensure optimum two-way signal progression, the traffic engineering analysis should properly locate all proposed connecting access approaches that may require signalization. An optimum two-way progression pattern should be established for the section of the arterial or network in which the intersection is located. In areas located within the Freeway and Arterial System of Transportation (FAST), all progression and coordination calculations must be verified with the System Director of the FAST Traffic Management Center (TMC) prior to inclusion in the report. The Agency responsible for adjacent roadways will facilitate communications between the consultant and the FAST-TMC operator. Coordination sections will be configured by the Agency's Traffic Engineering Division staff based on the latest configuration established by the FAST System Director.
- (8) **Traffic Capacity**
 The capacity and level of service of each intersection and road section affected by the development project shall be determined in accordance with the Highway Capacity Manual (HCM) as amended. Where the system does not exist or is incomplete in the vicinity of the project, the planning method of the HCM may be used for signalized intersections. Existing intersections that are signalized or will be signalized as part of any FAST section shall be analyzed using the operational method. The analysis performing and reported in the study should include:
 Level of Service (LOS) "C" will be the design objective for capacity and under no circumstances will less than LOS "D" be accepted for site and non-site traffic, unless justification can be provided and approved by the Agency Traffic Engineer. Impacts to bicycle and pedestrian LOS due to site development should be addressed. The design year shall be twenty (20) years following construction or at build out of the area, or as approved by the Agency Traffic Engineer during the scoping meeting. Capacity and LOS determinations shall be based upon the peak hour conditions and not a daily volume projection.
- (9) **Traffic Accidents**
 Traffic accident data including a minimum period of three years for existing streets, shall be incorporated in the study. Estimates of increased or decreased accident potential shall be evaluated for the development and suggested mitigating measures recommended. Where historical crashes have involved bicyclists or pedestrians, those should be noted and addressed in the discussion.
- (10) **Conclusions and Recommendations**

In the event that analysis indicates unsatisfactory levels of service on study area roadways, a description of proposed improvements to mitigate the impacts of the proposed development shall be included. In general, the recommendation section should include:

(a) Recommended Improvements

This section shall describe the location, nature and extent of proposed improvements to ensure sufficient roadway capacity. Accompanying this list of improvements are preliminary cost estimates (engineering, right-of-way and construction), source of funding, timing and likelihood of implementation.

(b) Volume/Capacity Analysis at Critical Points

A second iteration of the volume/capacity analysis should be described, which demonstrates the anticipated results of making these improvements.

(c) Levels of Service at Critical Points

As a result of the revised volume/capacity analysis presented in the previous section, levels of service for the highway system with improvements should be presented.

(11) Study Checklist

The Traffic Engineer will complete the checklist for study requirements and sign the checklist. In so doing, the Traffic Engineer will be acknowledging that all of the minimum requirements of these guidelines are met.

(12) Revisions to Traffic Study

Revisions to the traffic study must be provided as required by the Agency's Traffic Engineer. The need to require revisions will be based on the completeness of the traffic study, the thoroughness of the impact evaluation and the compatibility of the study with the proposed access and development plan.

¹Transportation Research Board Special Report No. 209, Washington, D.C., 1985

(a) Existing A.M. and P.M. peak hour traffic

(b) For each development phase, the estimated A.M. and P.M. peak hour background traffic

(c) For each development phase, the estimated A.M. and P.M. peak hour site plus background traffic

Approved 10/10/91

Revised 11/14/13

LEFT TURN SIGNAL DISPLAY STANDARD

Adopted herein by the Regional Transportation Commission is a new local area standard for traffic signalization displays relating to left turn movements. This standard would be the “normal” condition for all installations, but would leave latitude to the traffic engineering personnel of each entity to vary from the standard where unusual conditions are encountered. A desirable goal of all of the entities in this urbanized area is to promote uniformity of signal displays to the greatest degree possible.

- A. For 3-section (protected-only) left turn signal head display, all 3 sections shall use arrow indications; circular indications are not to be used. When all-arrow displays are used, the MUTCD says that there is not a need to shield or otherwise hide the display from the adjacent through movement traffic on the same approach. Therefore, the use of programmed visibility heads for all-arrow displays is not only unneeded, but also not recommended. If programmed visibility heads are used, the programming should be “opened up” so that the adjacent through movement traffic can also see the display.
- B. The use of the left red arrow indication should normally be limited to a movement with a separate left turn phase having an opposing, conflicting through movement (i.e., a typical left turn lane). It specifically should not be used for a split-phased movement where the left turn and the immediately adjacent through movement are the same phase, nor where there is no opposing, conflicting through movement (as in the case of a T-intersection, or in the case of a freeway off-ramp terminal). In such cases, a circular red should always be used.
- C. For left turn protected-permissive operation, the 4-section flashing yellow arrow separate signal face should be used. In cases where engineering judgement determines the 5-section, protected-permissive shared signal face to be appropriate, the LEFT TURN YIELD ON GREEN (symbolic green ball) sign, R10-12, may be employed.
- D. For 4-section, protected-permissive flashing yellow arrow signal head displays, the LEFT TURN YIELD ON FLASHING YELLOW ARROW sign, R10-12F, may be employed

Approved 07/09/92
Revised 11/14/13
Revised 01/14/16

A RECOMMENDED GUIDE FOR THE CLARK COUNTY AREA FOR THE DESIGNATION OF SCHOOL ZONES, SCHOOL CROSSING ZONES, AND FOR THE INSTALLATION AND OPERATION OF SPEED LIMIT SIGN BEACONS

The following identifies those specific conditions which, for this region, warrant the implementation of reduced speed zones and/or school flashers. If a location does not meet or exceed the criteria shown herein, it should not have the particular traffic control device installed.

Following such a guide provides uniformity, which is a beneficial and desired goal because it aids in recognition and understanding. Uniformity in application and operation of traffic control devices around school facilities promotes orderly and predictable movement of traffic. Further, it aids road users, police officers, and traffic courts by giving everyone the same interpretation. It aids public highway and traffic officials through economy in manufacture, installation, maintenance, and administration.

"SCHOOL ZONES" as defined in NRS 484 and designated by the governing body of a local government must have a maximum speed limit of 15 mph in effect during certain times of the day set forth in NRS 484.366.

1. School Zones

- (a) School frontage where students are likely to be congregating or walking should be "School Zones".
- (b) School frontage which is completely fenced, or otherwise inaccessible to student pedestrians, should not have a "School Zone" established thereon.
- (c) Schools which have no students walking to campus (i.e., all are bused or otherwise brought to school) and which also have no students routinely congregating on the school's street frontage, should not have any associated "School Zones".

SCHOOL CROSSING ZONES as defined in NRS 484 and designated by the governing body of a local government must have a maximum speed limit of 25 mph in effect during certain times of the day set forth in NRS 484.366.

2. School Crossing Zones

School crossing zones should . . .

- (a) . . . be established for Elementary students on designated walking routes to school at uncontrolled crossings of any street with a speed limit greater than 25 mph.
- (b) . . . be established for Middle/Junior and High School students on designated walking routes to school at uncontrolled crossings of streets with speed limits greater than 35 mph, or a crossing width of greater than 60 feet, or a crossing of greater than 3 travel lanes without an intervening raised median of at least 10 feet in width which would provide adequate pedestrian refuge.
- (c) . . . not be established at stop-controlled crossings.
- (d) . . . not be established at signalized intersections, unless shown to be needed and justified by a traffic engineering study.
- (e) . . . be in effect only during those times from one-half hour before school to one-half hour after school is no longer in operation, or as posted on the sign, or as directed by a flashing beacon.

SPEED LIMIT SIGN BEACONS (I.E., FLASHERS) are used to enhance the visibility of, and command greater driver attention to the presence of, the reduced speed zone. An active beacon indicates that the speed shown is in effect; therefore, WHEN FLASHING should be incorporated into the sign legend, or a changeable message sign should be employed.

3. Flashers for "School Zones" should only be used when any of the following are true:

- (a) The speed limit out of the zone is greater than 25 mph for Elementary and Middle/Junior High schools, or
- (b) The speed limit out of the zone is 35 mph or greater -for High schools.

4. Flashers for School Crossing Zones should only be used when all of the following are true:

- (a) The 85th percentile speed out of the zone is greater than 35 mph and/or the adequate stopping sight distance is not available, and
- (b) Traffic volume through the school crossing zone is greater than 200 vph, or the roadway has more than 2 traffic lanes in either direction, and
- (c) The crossing is more than 300 feet from the nearest alternate crossing controlled by either a traffic signal, or a stop sign, and
- (d) The crossing is on a designated walking route to school.
- (e) There are a minimum of 20 students crossing during any 1 hour period.

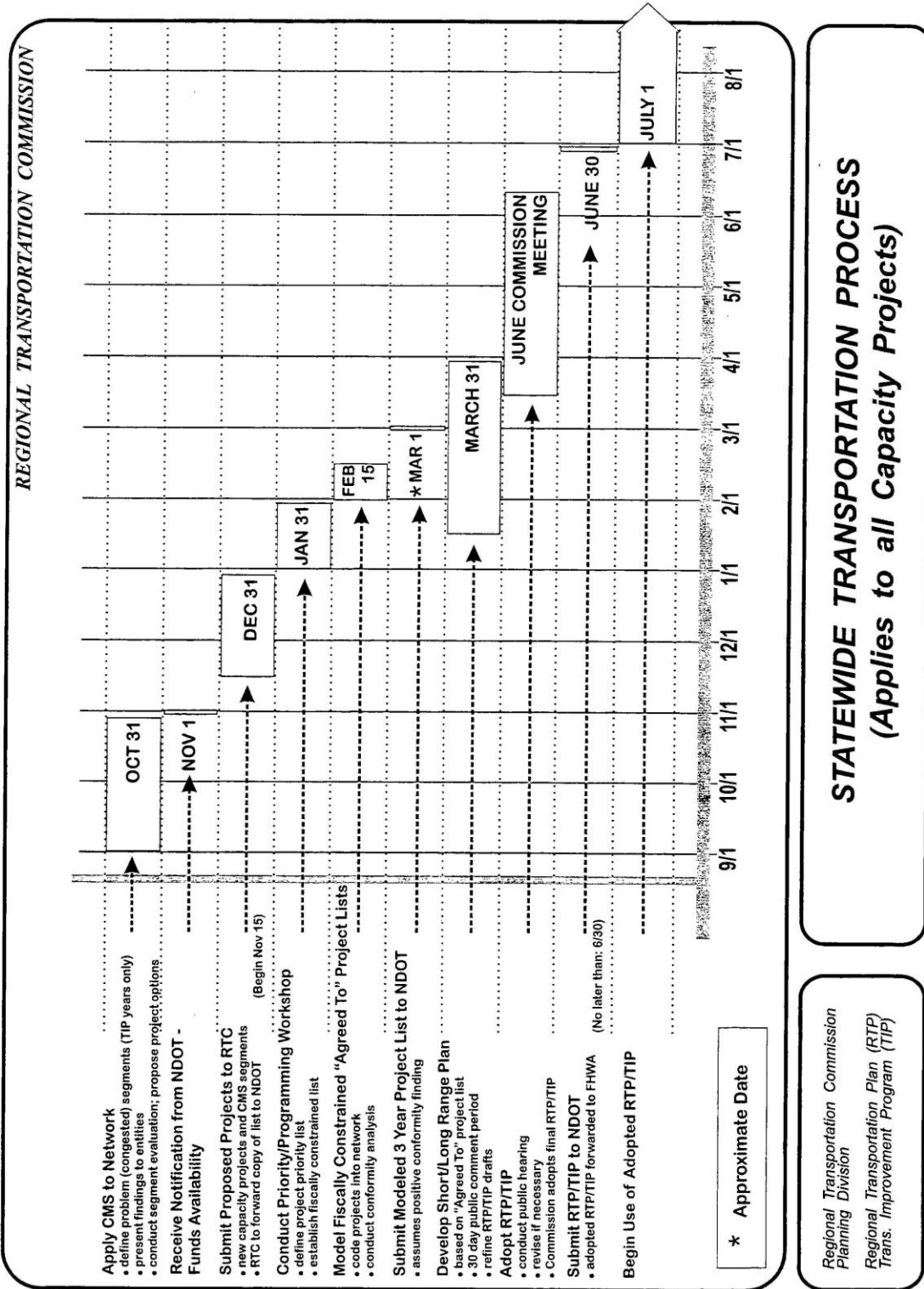
**INFORMATION RECOMMENDED ON A “NOTIFICATION OF CONSTRUCTION” LETTER
SENT TO PROPERTY OWNERS/UTILITIES**

The following items should be included in all Notification of Construction letters sent by entities to property owners and/or utilities

1. ENTITY NAME
 - a. Phone number and/or contact person for any questions on project.
2. PROJECT NAME AND NUMBER
 - a. Proposed limits of construction
 - b. Proposed description of work (pavement, curb and gutter, streetlight, etc...)
3. SOURCE OF FUNDING
 - a. (RTC, SID, gas taxes, etc...)
4. APPROPRIATE UTILITY COMPANY TEAM LEADERS AND PHONE NUMBERS
5. PROPOSED DESIGN START AND FINISH DATES
 - a. Month/Year
6. PROPOSED CONSTRUCTION START AND FINISH DATES
 - a. Month/Year
7. ENTITY’S AND/OR ENTITIES’ POLICY ON CUTTING NEW PAVEMENT

Approved 08/13/98

STATEWIDE TRANSPORTATION PROCESS (Applies to all Capacity Projects)



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POLICY FOR REIMBURSEMENT OF COMMUNICATIONS INFRASTRUCTURE AND TRAFFIC MONITORING CAMERAS

This policy establishes criteria for the reimbursement of costs by the RTC for the installation of communications infrastructure and traffic monitoring cameras. With the upgrade of the Freeway and Arterial System of Transportation (FAST), the methods of communication and signal coordination have changed including the addition of traffic monitoring cameras. The following criteria shall be met in order for expenses to be considered reimbursable by the RTC:

- 1.) Traffic monitoring camera locations shall be as established on FAST Communication Master Plan as developed by Parsons Transportation Group. Any supplemental locations must be submitted to FAST Operations Management Committee (OMC) for review and approval and then to the RTC for review and approval with justifications for the camera location including the benefits to the functioning of the roadway.
- 2.) Communications infrastructure including conduit, wiring, cabinet equipment, microwave, data radio, fiberoptic facilities and other appurtenances necessary to communicate with FAST may be provided for all traffic signal installations to be included as part of FAST network. Communications infrastructure, including conduit and pull boxes, should be included on RTC projects. Communications conduit shall be single duct and four-inch diameter on all streets. In those areas where curb, gutter and sidewalk are proposed to be constructed, conduit may be placed on both sides of the roadway and shall be considered eligible for reimbursement by the RTC. In areas of existing off-site improvements, RTC reimbursement of conduit expenses shall normally be limited to one conduit placed on either side of the street. RTC reimbursement shall be limited to the cost of a conduit(s) and pull boxes that may be necessary for traffic purposes, including traffic signal coordination and ITS facilities. Fiber optic cable shall be sized to handle multimodal transportation purposes, including a fiber connection for the RTC.
- 3.) Priority for traffic monitoring cameras shall be given to those major arterials which intersect with highway/freeway facilities (U.S. 95, I-15, etc.) or provide an alternate route to the highway facilities (i.e. coordinate with FAST system diversion routes). Priorities may also be established based on high accident rates, special events, high traffic generation areas, highly congested intersections as well as providing integral links along corridors established in the FAST Communication Master Plan.
- 4.) Cameras shall not be placed in remote locations unless other traffic monitoring cameras exist along the same corridor, however communications infrastructure may be provided as established in Note 2. The cost of cameras shall not be reimbursed unless the communications infrastructure will be in place to view images at the completion of the project or a plan has been developed to integrate these cameras to FAST.
- 5.) Video surveillance cameras installed for traffic monitoring purposes may not be used for law enforcement or any other surveillance purposes. Traffic monitoring purposes shall include monitoring of RTC Transit bus operations, incident management, special events or other purposes related to traffic as determined by the appropriate Traffic Engineer and FAST operations. Emergency uses for monitoring the effects of natural disasters, such as flooding, or any other incidents such as fires, explosions, etc., shall require approval by FAST System Director or his designee and the appropriate Traffic Engineer on a case by case basis. Monitoring for FAST shall be the primary function of the cameras, with RTC Transit operations as secondary.
- 6.) RTC shall have access to and use of all images processed by the network of traffic monitoring cameras subject to capital costs of equipment necessary to receive images and all conditions and policies placed on camera image users of FAST.
- 7.) Communications resource-sharing may be considered on a case by case basis.

**Approved 05/16/02
Revised 11/14/13**

REGIONAL TRANSPORTATION COMMISSION POLICY ON SIDEWALK

The intent of this policy is to ensure that sidewalk or accessible pedestrian facilities are constructed on all REGIONAL TRANSPORTATION COMMISSION projects where practical. The need for sidewalk should be evaluated during the design. During evaluation, consideration should be given to:

1. Continuity of existing sidewalk fill-in
2. Bus route
3. Provide alternative to paratransit
4. Serves as a pedestrian route to school, employment or commercial developments
5. Demonstrated pedestrian safety benefits
6. Extension of existing pedestrian route and school walking route
7. Availability of right-of-way
8. Complete Streets concepts for pedestrian access

To provide for sidewalk, Special Improvement Districts are encouraged on all REGIONAL TRANSPORTATION COMMISSION projects where curb and gutter, street lighting, sidewalk, and parking or emergency stopping lanes do not exist.

If a Special Improvement District is formed within an entity, but developed privately owned parcels are determined by a special benefits appraisal or a written opinion from a bonding attorney to be fully or partially non-accessible, reimbursement by REGIONAL TRANSPORTATION COMMISSION may be made for those off-site improvements, and for off-site improvements adjacent to vacant parcels owned by the federal government or a member entity, or non-accessible parcels. Providing that a property can be included in a Special Improvement District, off-site improvements adjacent to developed privately owned properties on which full or partial off-site improvement requirements have been waived by the entity, or government owned leased to a private for-profit entity are not reimbursable.

In areas where sidewalk is necessary and standard curb, gutter and sidewalk improvements are not being constructed with the REGIONAL TRANSPORTATION COMMISSION project, a temporary asphalt sidewalk will be provided as a REGIONAL TRANSPORTATION COMMISSION reimbursable expense.

Approved 06/19/01

GUIDELINES FOR THE PROVISION OF BUS TURNOUTS AND PASSENGER LOADING AREAS FOR THE RTC TRANSIT BUS

The following guidelines supplement the RTC Transit Bus Stop Guidelines as revised and approved by the Regional Transportation Commission (RTC) which contain criteria used to determine the locations of bus stops and the need for the installation of bus turnouts. The guidelines below are intended to assist the Engineer in the application of the Bus Stop Guidelines to particular projects. Although these guidelines provide clear direction for the location of bus facilities, final approval of these facilities and their locations shall be required from the designated members of the RTC staff.

A. Design Criteria

In addition to the criteria established in the *RTC Transit* Bus Stop Guidelines, Volume I of the Uniform Standard Drawings for Public Works' Construction Offsite Improvements, Clark County Area, Nevada contains the following drawings for construction of bus stop facilities:

- 1.) No. 234.1, "Typical Bus Turnout"
- 2.) No. 234.2, "Typical Bus Stop Passenger Loading and Shelter Pad"
- 3.) No. 234.2A, "Typical Double Bus Stop Passenger Loading and Shelter Pads"
- 4.) No. 234.3, "Bus Stop Placement within Exclusive Right Turn Lane for Commercial Properties"

B. RTC-funded Street Improvement Projects

The inclusion of bus turnouts and passenger loading areas for the *RTC Transit* bus system shall be considered on all RTC-funded street improvement projects. The following guidelines shall be adhered to during the course of design of RTC-funded street improvement projects.

1. Existing Route and Future Extension of Existing Routes - The *RTC Transit* bus system currently provides service along arterial streets within the Las Vegas Valley. As the Valley continues to grow and its boundaries expand, bus service will need to be extended to these areas. The following section addresses the acquisition of right-of-way and construction of bus facilities for RTC-funded improvement projects on streets which are currently serviced by the *RTC Transit* system and the future extensions of these existing routes as identified on the bus route working map developed by the Transit Division of the RTC.

a. Right-of-Way Acquisition

Loading pads - Right-of-way or an easement should be secured for one (1) bus passenger loading pad for each existing bus stop along the bus route. The minimum pad area shall be in accordance with Standard Drawing No. 234.2, based upon requirements established in the Americans with Disabilities Act (ADA).

In areas where the existing route will be extended in the future, the entity project Engineer shall secure rights-of-way or easements for loading pads for future bus stops; these stops shall be located at grid street intersections every one-quarter (1/4) of a mile between each intersecting section-line street. The pad locations shall be on the far side of these intersections, seventy (70) to three hundred (300) feet from the existing BCR, or BCR proposed to be constructed with the project, in accordance with the Bus Stop Guidelines.

Rights-of-way or easements shall not be obtained for bus passenger loading pads if pads will not be constructed as part of the RTC project.

Condemnation of right-of-way for loading pads only shall not be pursued.

In those areas where the sidewalk is separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the bus stop location from the back of curb to the sidewalk. An easement shall be secured for this area. No other loading pad area is required if the access area and the sidewalk combined depth meet the ADA requirements.

Bus turnouts - Rights-of-way for bus turnouts shall be secured on all streets proposed for construction containing existing bus routes; turnouts shall be located on the far side of all intersections with streets having right-of-way widths equal to or greater than eighty (80) feet or cross streets serviced by existing *RTC Transit* bus routes. Placement of turnouts at intersections with streets having right-of-way widths less than eighty (80) feet may be required at the discretion of the entity project Engineer. Right-of-way shall be obtained in accordance with Standard Drawing No. 234.1, which includes a bus passenger loading

pad. Please note that to allow greater flexibility in locating turnouts, a minimum distance of ten (10) feet from the BCR to the entry taper of the turnout will be permitted but may not exceed three hundred (300) feet.

If a turnout has been proposed on a parcel which has had conditions of zoning or a traffic impact analysis requiring bus turnouts, the entity project Engineer shall attempt to obtain the necessary right-of-way from the developer at no cost to the project prior to any appraisals being performed on the subject property.

In cases where a street crossing the proposed project contains an existing *RTC Transit* bus route, right-of-way may be obtained for bus turnouts for the crossing route provided that right-of-way for the street improvement project is needed from the same parcel or the parcel is publicly-owned and right-of-way is made available at no cost to the project.

Right-of-way should only be obtained if turnouts will be constructed with the proposed street improvement project, with the exception of right-of-way on public parcels which may be secured at no cost to the project.

If requested by RTC staff or the entity project Engineer, condemnation shall be permitted for right-of-way for bus turnouts on streets to be constructed. The benefits to the traffic and bus system operations due to the proposed improvements shall justify the cost of the improvements to the satisfaction of both the RTC and the entity project Engineer.

b. Construction of Bus Facilities

1. Existing Offsite Improvements

Loading Pads - In areas where sidewalk is existing, additional concrete area may be constructed at the back of walk to achieve required passenger loading pad area, or an entire sidewalk panel may be removed and replaced to provide a sidewalk and loading pad area in accordance with Standard Drawing No. 234.2. For existing bus stops where block walls or other obstructions too costly to relocate, such as power or water vaults, exist at the back of walk which prevent the construction of the pad area at that particular location, the bus passenger loading pad should be constructed in the proximity of the existing stop and the stop relocated. Note that the location of the pad should be within the standards established in the *RTC Transit* Bus Stop Guidelines; any proposed stop relocation shall be approved by RTC staff.

In areas where only curb and gutter exist, bus passenger loading pads shall be constructed for existing bus stops as provided above and at a minimum, A.C. sidewalk shall be constructed to provide an accessible route from the nearest intersection to the stop in all cases. If a sidewalk ramp is needed at the intersection from which access is proposed, the sidewalk ramp shall be included as part of the RTC-funded project.

In those areas where the sidewalk is separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the bus stop location from the back of curb to the sidewalk. No other loading pad area is required if the access area and the sidewalk combined depth meet the ADA requirements.

For future bus stops in areas where bus service may be extended, locations shall be selected in accordance with Section B.1.a. of this policy. If block walls or other obstructions too costly to relocate exist in the area where a future bus stop could be established as determined by the entity project Engineer and RTC staff, no passenger loading pad will be required. In addition, no provision shall be made for loading pads for future route extensions if sidewalk construction is not included in the scope of the project.

Bus turnouts - Bus turnouts shall be constructed for existing bus stops at locations determined in accordance with Section B.1.a. of this policy. If block walls, power or other utility vaults, driveways, large storm drain drop inlets or other obstructions that are costly to relocate exist in the area where the bus turnout is proposed, the entity project Engineer and RTC staff shall examine the location and determine if the turnout should be constructed. If it is determined that the bus turnout should not be required, a passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit construction of the pad.

If a turnout is proposed to be located on a parcel owned by a public entity, the turnout shall be constructed in exchange for right-of-way dedication assuming the parcel is undeveloped or site constraints, such as driveways, block walls or costly relocation items, do not prohibit turnout construction. If the parcel cannot feasibly accommodate a bus turnout as determined by entity project Engineer and RTC staff, a bus passenger loading

pad shall be constructed in lieu of a turnout if site constraints do not prohibit construction of the pad.

For future bus stops in areas of existing offsite improvements where bus routes may be extended, bus turnouts shall be constructed if offsites in the area of the proposed turnout are to be reconstructed as part of the project other than solely for the turnout, such as widening for dual left turn lanes. Construction of bus turnouts for future stops in proposed route extension areas shall not be required on privately-owned parcels which are undeveloped and have no existing conditions of zoning or traffic impact analysis requiring a turnout; these parcels shall be noted and the entity shall be responsible to pursue the right-of-way dedication and construction of the turnout when the parcel develops in the future.

2. Offsite Improvements to be Constructed

Loading Pads - In areas where sidewalk is to be constructed as part of a RTC-funded project, construction of bus passenger loading pads shall be required for all existing bus stops and future stops where bus routes may be extended. Future bus stop locations shall be selected in accordance with Section B.1.a. of this policy. Exceptions will be permitted if construction of pads is physically constrained due to block walls or other obstructions too costly to relocate, such as power or water vaults. Please note that exceptions will only be considered if relocation costs are associated solely with construction of the pad and all possible alternate locations have been examined by RTC staff and the entity project Engineer. If other aspects of the project require facilities to be relocated, it is assumed that the bus passenger loading pad will be accommodated as well.

In those areas where the new sidewalk is proposed to be separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the stop location from the back of curb to the sidewalk. No other loading pad area will be required if the access area and the sidewalk combined depth meet the ADA requirements.

Bus turnouts - On RTC-funded projects where full street improvement are to be constructed, bus turnouts shall be constructed for existing bus stops and future stops in proposed service extension areas at locations determined in accordance with Section B.1.a. of this policy. Exceptions will be allowed if the construction of the turnout is physically constrained due to block walls or other obstructions that are costly to relocate. Please note that this exception, as for loading pads, will only be considered if relocation costs are associated solely with construction of the turnout and all possible alternate locations have been examined by RTC staff and the entity project Engineer. If other aspects of the project require facilities to be relocated, it is assumed that the bus turnout will be accommodated as well. If site constraints cannot be overcome, the bus turnout will not be required and a passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit pad construction also.

3. No Offsites to be constructed - On any portion of an RTC-funded project where offsite improvements (curb, gutter and sidewalk) will not be constructed as part of the project, construction of bus turnouts and passenger loading pads will typically not be required; however, if bus stops exist, ADA compliant access shall be provided to the existing stops from the nearest intersection. Access shall be provided by constructing a temporary A.C. walk or other ADA compliant surface as part of the RTC-funded project. Temporary walks shall be a minimum of five (5) feet wide, established within existing right-of-way, including any right-of-way to be acquired for the roadway, and separated from pavement used for vehicle travel.

Additional roadway pavement area should also be constructed at existing bus stops which function as transfer points between existing bus routes or where only one travel lane is provided in each direction. If necessary, additional locations for wider pavement may be considered by the entity project Engineer and RTC staff. The paved area will function as a "temporary" turnout and should be located in accordance with criteria established for "permanent" turnouts in Section B.1.a of the document. Additional pavement shall be a minimum ten (10) feet wide and of sufficient length to accommodate a minimum of one (1) *RTC Transit* bus and established within existing right-of-way including any right-of-way to be acquired for the roadway. Pavement area shall also be provided for transition areas necessary to enter and exit the temporary turnout area.

Temporary A.C. walks shall abut roadway at the bus stop where passengers will be boarding the bus.

2. Future Bus Routes - The future expansion of the *RTC Transit* bus system not only includes the extension of existing bus routes as covered in Section B.1. of this document but the startup of new routes on streets currently without bus service. The Transit Division of the RTC shall maintain a working map which illustrates the desired locations of bus routes associated with the future expansion of the RTC Transit bus system. This map shall be used as a reference when addressing the acquisition of right-of-way and construction of bus facilities on RTC-funded projects for future *RTC Transit* bus routes.

a. Right-of-Way Acquisition

Loading pads - Along streets which have been designated for future bus routes, the entity project Engineer shall secure rights-of-way or easements for future bus stops; these stops shall be located at grid street intersections every one-quarter (1/4) of a mile between each intersecting section-line street. The minimum right-of-way or easement to be secured for each loading pad shall be in accordance with Standard Drawing No. 234.2, based upon requirements established in the ADA. The pad locations shall be on the far side of these intersections, seventy (70) to three hundred (300) feet from the BCR, or BCR proposed to be constructed with the project, in accordance with the Bus Stop Guidelines.

Right-of-way acquisition for loading pads shall be pursued only on parcels where right-of-way is needed for the proposed roadway improvements or the parcel is publicly owned and right-of-way/easement will be provided at no cost to the project.

Rights-of-way or easements shall not be obtained for bus passenger loading pads if pads will not be constructed as part of the RTC project.

Condemnation of right-of-way for loading pads shall not be pursued.

In those areas where the sidewalk is separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the stop location from the back of curb to the sidewalk. An easement shall be secured for this area. No other loading pad area is required if the access area and the sidewalk combined depth meet the ADA requirements.

Bus turnouts - Rights-of-way for bus turnouts shall be secured on all streets to be constructed proposed for future bus routes; turnouts shall be located on the far side of all intersections with streets having right-of-way widths equal to or greater than eighty (80) feet or cross streets serviced by an existing *RTC Transit* bus route crosses. Right-of-way shall be obtained in accordance with Standard Drawing No. 234.1, which includes a bus passenger loading pad. Please note to allow greater flexibility in locating turnouts, a minimum distance of ten (10) feet from the BCR to the entry taper of the turnout will be permitted but may not exceed three hundred (300) feet.

Right-of-way should only be obtained if turnouts will be constructed with the proposed street improvement project, with the exception of right-of-way on public parcels which may be secured at no cost to the project.

Condemnation of right-of-way for bus turnouts shall not be pursued for future bus routes.

If a turnout has been proposed on a parcel which has had conditions of zoning or a traffic impact analysis requiring bus turnouts, the entity project Engineer shall attempt to obtain the necessary right-of-way from the developer at no cost to the project prior to any appraisals being performed on the subject property.

b. Construction of Bus Facilities

1. Existing Offsite Improvements

Loading Pads - For future bus routes, stop locations shall be selected in accordance with Section B.2.a. of this policy. No bus passenger loading pads should be constructed outside of seventy (70) to three hundred (300) feet limits established in the Bus Stop Guidelines. In areas where sidewalk is existing, additional concrete area may be constructed at the back of walk to achieve required passenger loading pad area, or an entire sidewalk panel may be removed and replaced to provide a sidewalk and loading pad area in accordance with Standard Drawing No. 234.2. If block walls or other obstructions too costly to relocate exist in the area where the future bus stop may be established as determined by the entity project Engineer and RTC staff, no passenger loading pad will be required.

In those areas where the sidewalk is separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the stop location from the back of curb to the sidewalk. No other loading pad area is required if the access area and the sidewalk combined depth meet the ADA requirements.

Bus turnouts - Bus turnouts shall be constructed for future bus routes at locations determined in accordance with Section B.2.a. of this policy, provided that offsites in the area of the proposed turnout have been previously considered to be reconstructed as part of the project other than solely for the turnout, such as widening for dual left turn lanes. If block walls, power or other utility vaults, driveways, large storm drain drop inlets or other obstructions that are costly to relocate exist in the area where the bus turnout is proposed as determined by the entity project Engineer and RTC staff, the bus turnout will not be required and a passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit construction of the pad.

Construction of bus turnouts for future routes shall not be required on privately-owned parcels which are undeveloped and have no existing conditions of zoning or traffic impact analysis requiring a turnout; these parcels shall be noted and the entity shall be responsible to pursue the right-of-way dedication and construction of the turnout when the parcel develops in the future.

If a proposed turnout is to be located on a parcel owned by a public entity, the turnout shall be constructed in exchange for right-of-way dedication assuming the parcel is undeveloped or site constraints, such as driveways, block walls or costly relocation items, do not prohibit turnout construction. If the parcel cannot feasibly accommodate a bus turnout as determined by the entity project Engineer and RTC staff, a bus passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit construction of the pad.

2. Offsite Improvements to be Constructed

Loading Pads - In areas where sidewalk is to be constructed as part of a RTC-funded project, construction of bus passenger loading pads shall be required for all future bus routes. Exceptions will be allowed if construction of pads is physically constrained due to block walls or other obstructions too costly to relocate, such as power or water vaults, as determined by the entity project Engineer and RTC staff. Please note that exceptions will only be considered if relocation costs are associated solely with construction of the pad. If other aspects of the project require facilities to be relocated, it is assumed that the bus passenger loading pad will be accommodated as well.

In those areas where the new sidewalk is proposed to be separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the stop location from the back of curb to the sidewalk. No other loading pad area will be required if the access area and the sidewalk combined depth meet the ADA requirements.

Bus turnouts - On RTC-funded projects where full street improvement are to be constructed, bus turnouts shall be constructed for future bus routes at locations determined in accordance with Section B.2.a. of this policy. Exceptions will be allowed if the construction of the turnout is physically constrained due to block walls or other obstructions too costly to relocate. Please note that this exception, as for loading pads, will only be considered if relocation costs are associated solely with construction of the turnout and all possible alternate locations within *RTC Transit* Bus Stop Guidelines have been examined by RTC staff and the entity project Engineer. If other aspects of the project require facilities to be relocated, it is assumed that the bus turnout will be accommodated as well. If site constraints cannot be overcome, the bus turnout will not be required and a passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit construction of the pad.

3. No Offsites to be Constructed - On any portion of RTC-funded projects where offsite improvements will not be constructed as part of the project, construction of bus turnouts and passenger loading pads shall not be required.

3. No future route designated - The acquisition of right-of-way and the construction of offsite improvements will not be required for any street not serviced by an existing bus route or future route designated on the bus route working map maintained by the Transit Division of the RTC.

C. Developer-funded Offsite Improvements - Developers should be required by the governing entity to provide bus facilities, including bus turnouts and bus passenger loading and shelter pads, as a condition of zoning or traffic studies for their development projects. All bus facilities to be constructed by developers must be reviewed and approved by the staff of the RTC prior to the acceptance of development plans by the governing entity.

Loading pads - Developers should be required by the governing entity to dedicate right-of-way and construct one (1) bus passenger loading and shelter pad for each existing bus stop along their project. The required pad area shall be in accordance with Standard Drawing No. 234.2. The larger pad area will allow the future placement of a bus shelter which would be at no cost to the developer.

In areas where the existing route will be extended or a new route will be established in the future, bus stops shall be established and bus passenger loading and shelter pads constructed at grid street intersections every one-quarter (1/4) of a mile between each intersecting section-line street. The pad locations shall be on the far side of these intersections, seventy (70) to three hundred (300) feet from the existing BCR, or BCR proposed to be constructed, in accordance with the Bus Stop Guidelines.

Exceptions may be permitted if construction of pads is physically constrained due to existing block walls or other obstructions too costly to relocate, such as large utility vaults. Please note that exceptions should only be considered if relocation costs are associated solely with construction of the pad and all possible alternate locations have been examined. Any exception must be reviewed and approved by RTC staff and the governing entity's representative. If other aspects of the development project require conflicting facilities to be relocated, it is assumed that the bus passenger loading and shelter pad shall be accommodated as well.

In those areas where the sidewalk is separated from the back of curb, such as a meandering sidewalk, a twenty five (25) foot wide access shall be constructed at the stop location from the back of curb to the sidewalk. An easement shall be secured for this area. No other loading pad area is required if the access area and the sidewalk combined depth meet the ADA requirements; however additional area for the shelter pad will be required.

For roadways along a development project where no bus route has been designated, whether future or existing, at the time the project is proposed to be constructed, no bus passenger loading and shelter pads will be required.

Bus turnouts - The developer should be required by the governing entity to dedicate right-of-way and construct bus turnouts along their project for each street containing an existing bus route or future route as identified on the bus route working map, on the far side of all intersections with streets having right-of-way widths equal to or greater than eighty (80) feet or any other street containing an existing bus route or future route as identified on the bus route working map. Placement of turnouts at intersections with streets having right-of-way widths less than eighty (80) feet may be required at the discretion of the governing entity's Engineer. Right-of-way and construction of the bus turnout shall be in accordance with Standard Drawing No. 234.1, which includes a bus passenger loading pad as described in the "Loading Pad" Section above. Please note to allow greater flexibility in locating turnouts, a minimum distance of ten (10) feet from the BCR to the entry taper of the turnout may be permitted but shall not exceed three hundred (300) feet.

Exceptions may be permitted if the construction of a turnout is physically constrained due to block walls or other obstructions too costly to relocate. Please note that this exception, as for loading pads, should only be considered if relocation costs are associated solely with construction of the turnout and all possible alternate locations within *RTC Transit* Bus Stop Guidelines have been examined. Any exception must be reviewed and approved by RTC staff and the governing entity's representative. If other aspects of the project require facilities to be relocated, it is assumed that the bus turnout will be accommodated as well. If site constraints cannot be overcome as determined by RTC staff and the governing entity's representative, the bus turnout will not be required and a passenger loading pad shall be constructed in lieu of a turnout if site constraints do not prohibit construction of the pad. Note that placement of future driveways should not be considered a physical constraint; turnout location should take priority over proposed driveway locations. Driveways should be located to allow bus stops to be serviced by the turnout to be within acceptable limits established in this section.

For bus turnouts to be constructed for the future extension of an existing bus route or a future bus route, Standard Drawing No. 234.3 may be used, subject to a storage area of one hundred and

twenty (120) feet minimum, a bus passenger loading/shelter area as specified above and approval of RTC staff and the governing entity.
For roadways along a development project having right-of-way widths equal to or greater than one hundred (100) feet where no bus route has been designated, whether future or existing, at the time the project is proposed to be constructed, right-of-way or easement shall be established in accordance with Standard Drawing No. 234.1 or 234.3. Locations shall be as previously defined in this Section.

Revised 11/13/08
Revised 11/14/13

**PROCEDURE FOR REVISIONS
UNIFORM STANDARD SPECIFICATIONS AND DRAWINGS FOR PUBLIC WORKS
CONSTRUCTION OFF-SITE IMPROVEMENTS, CLARK COUNTY AREA, NEVADA**

All revisions to the Uniform Standard Specifications and Drawings shall be reviewed and recommended for approval by the Specifications Subcommittee and Executive Advisory Committee prior to being submitted to the Regional Transportation Commission for approval. Revisions affecting traffic operations and infrastructure shall also be reviewed by the Operations Subcommittee. Review by the Transportation Access Advisory Committee or the Regional Project Coordination Committee for review and comment may be requested as appropriate. Except for minor and editorial revisions, proposed revisions shall be submitted to the entities, affected industries, and interested parties for review prior to being submitted to the Executive Advisory Committee.

Approved 04/10/03

**PROCEDURE FOR NOTIFICATION OF REVISIONS
UNIFORM STANDARD SPECIFICATIONS AND DRAWINGS FOR PUBLIC WORKS'
CONSTRUCTION OFF-SITE IMPROVEMENTS
CLARK COUNTY AREA, NEVADA**

After revisions to the Uniform Standard Specifications and Drawings for Public Works' Construction, Off-Site Improvements, Clark County Area, Nevada are approved by the Regional Transportation Commission, the following procedure will be followed.

1. Revisions to the Uniform Standard Specifications and Drawings will become effective on January 1 and July 1 following approval by the Regional Transportation Commission.
2. The revisions will be placed on the Web site of the Regional Transportation Commission along with the effective date of each revision.
3. An announcement will be placed in appropriate newspapers in Clark County stating that revisions have been approved to the Uniform Standard Specifications and Drawings, stating which specifications or drawings have been revised, and stating that the revisions are available on the RTC Web site.
4. A subscription service is available through the RTC Web site which notifies subscribers by e-mail that revisions have been approved.

Revised 10/08/09

PROJECT PRIORITIZATION OF QUESTION 10 HIGH SPEED LANE MILES

The following is intended to provide direction to the process of assigning prioritization points to proposed Question 10 (Q10) high speed lane mile projects. The information represents criteria agreed to at the 8/18/2004 Working Group meeting.

Q10 High Speed Lane Mile Criteria (Roadways 100' wide or greater)

| 1. Project Readiness | Points Available |
|--------------------------|---|
| Design/NEPA | .30 x (50y ¹ 25y ² 10y ³) |
| Right-of-Way Acquisition | .30 x (50y ¹ 25y ² 10y ³) |
| Construction | .90 x (50y ¹ 25y ² 10y ³) |

Application: Readiness refers to projects that can feasibly be advanced within the next 3-5 year period. The rating system scores proposed projects on the three distinct phases normally associated with project development. In the event Design and ROW are complete at the time of ranking (project actually ready for construction), the project will assigned the maximum points available for Design, ROW and Construction. Note that each category has a different weight used to multiply the appropriate year/point assignment identified within the parenthesis.

2. Multiple Funding 15 Maximum Points

Application: The concept is to reward projects that leverage non-Q10 high speed lane mile funds to maximize the availability of Q10 funds for other projects. The maximum points that can be assigned for this criterion are 15. The assignment is calculated as follows:

$\frac{\text{Non Q10 Dollars pledged to project}}{\text{Total Project Cost}} \times 15 = \text{Points}$

3. Congestion / Demand Accommodation 100 Points

Application: The maximum points available for this criterion are 100. The concept is to reward high speed lanes mile projects that directly assist in congestion mitigation. A v/c ratio of .75 or greater signifies that the project is suitable for Question 10 funds. When modeling a project, a change in projected volume typically reflects the geographic need for the proposed facility. This need is demonstrated by a growth in volume after the completion of the project. The criteria is as follows:

If the v/c ratio is greater than or equal to .75 **OR** projected volumes increase greater than 10%, 100 points are assigned to the project.

4. High Speed Lane Mile Construction 15 Points per Mile

Application: The concept is to reward projects that increase the supply of high speed lane miles. The group agreed to assign 15 points for each mile of roadway constructed within the project. The assignment does not account for multiple lanes within the proposed project as was identified in previous scoring assessments.

5. Interchange 20 Points

Application: The concept is to reward points to the construction of new interchanges since they facilitate rapid distribution of traffic. The group agreed that points should not be assigned to enhance existing interchange facilities.

6. Grade Separation 10 Points

Application: The group agreed to assign 10 points per construction of each new grade separation. Projects that include more than one grade separation can receive multiple point assignments for each additional grade separation within the proposed project.

7. Connectivity 5 Points

Application: The idea is to reward points to projects that link high speed roadways and create travel connections where none existed prior. This connection can be at-grade or may be a grade separation. In the case of grade separation, the project would also be assigned the points from the Grade Separation criterion listed above.

8. Project Cost and Benefit

The use of Benefit / Cost analyses will be applied to the range of projects which are eligible for Question 10 funding in the following manner:

Projects submitted for funding that are ready for construction shall only receive a funding recommendation upon completion of a benefit/cost (B/C) analysis performed prior to funding approval. The analysis must show a reduction in congestion as one of its measured benefits and demonstrate a B/C ratio of at least 1.0.

Projects submitted for funding that are in the Study, Engineering/Design/NEPA, or Right-of-Way Acquisition phase will use the following B/C calculation: $\text{Project Cost} \div \text{Total Assigned Points} = \text{Cost per points}$, where "Total Assigned Points" represents the total points derived for the project using the first seven prioritization criteria. It is this score that embodies the relational benefits amongst eligible projects. Projects in this category exceeding \$100,000 per point will be reviewed on a case-by-case basis to determine their eligibility for funding.

Approved 01/12/06

DEFINITION OF AN ELIGIBLE QUESTION 10 HIGH SPEED LANE MILE PROJECT

In order for a project to be eligible for high speed lane mile funding, the roadway must be at least 100 feet wide, have a posted speed of 35 mph or greater and when complete, add high speed lane mile(s) to the regional travel network or facilitate a connection that links similarly defined roadways.

Approved 01/12/06

QUESTION 10 INTELLIGENT TRANSPORTATION SYSTEM (ITS) PRIORITIZATION CRITERIA PROCESS

SYSTEM DEVICES

There are ITS Devices such as Dynamic Message Signs, CCTV, Highway Advisory Radios, System Count Stations, Central and Field Communications Equipments (Switches, Modems, Multiplexers, Radio Equipment, Fiber Optic Equipment, Networking/Computing Equipment, etc.), Controller Units, Emergency Vehicle Preemption/Transit Signal Priority (EVP/TSP), and other related ITS Devices. These do not include complete Traffic Signal Installations.

Regional System Plans (50%):

Does the project conform to the OMC Approved ITS Communications Master Plan, which is reviewed annually?

Score:

- A 100 reflects complete compliance with Freeway and Arterial System of Transportation's (FAST) ITS/Communications Master Plan
- A 0 reflects no correlation with FAST's ITS/Communications Master Plan

The value of this criterion is an absolute; if the device correlates to the Regional System Plans, then it receives full points, if not, 0 points will be given. (All of Nothing) The Approve ITS Communications Master Plan may be amended annually, with requests submitted in writing to FAST by January 31, of each year. These proposed changes will be brought to the Operations Management Committee for review and approval for acceptance into the Master Plan. If the proposals are approved, the new Master Plan will be effective at the end of the month that the OMC approves it.

Matching Funds Index (25%):

This is a value that reflects whether matching funding sources are available.

Score:

- A 100 reflects that the device under review has matching funds of greater than 15% for the project.
- A 75 reflects that the device under review has matching funds of 10% to 15 % for the project.
- A 50 reflects that the device under review has matching funds of less than 10% for the projects.

These values are clearly defined when scoring the project. (Relative Scoring)

Ease of System Connectivity for the Devices (25%):

Is the device going to be communicating with the Central System Control Center?

Score:

- A 100 reflects that a device will communicate immediately with the Central System.
- A 0 reflects it is and will continue to be freestanding device with no communication to Central Control.

The value of the criterion is an absolute; if the device ties immediately to the Central System, then it receives full points, if not 0 points will be given. (All or Noting)

SYSTEM CONNECTIVITY TO DEVICES

This is the communication required to connect to the region's Central and Field Communications Equipment (Switches, Modems, Multiplexers, Radio Equipment, Fiber Optic Equipment, Networking/Computing equipment, etc.), or individual ITS Devices such as Dynamic Message Signs, CCTV's, Highway Advisory Radios, Systems Count Stations, and Traffic Signals. Examples include Fiber Optic Cable installed in existing conduit, new Fiber Optic Communications Facilities, interim wireless communications to Traffic Signals, other communications from Central to Field locations.

Regional Systems Plans (35%):

Does the project conform to the OMC Approved ITS Communications Master Plan?

Score:

A 100 reflects complete compliance with the Communications Master Plan.

A 0 reflects no correlation with the Communications Master Plan

The value of this criterion is an absolute; if the device correlates to the Regional System Plans, then it receives full points, if not, 0 points will be given. (All or Nothing) The Approve ITS Communications Master Plan may be amended annually, with requests submitted in writing to FAST by January 31, of each year. These proposed changes will be brought to the Operations Management Committee for review and approval for acceptance into the Master Plan. If the proposals are approved, the new Master Plan will become effective at the end of the month that the OMC approves it.

Cost Effectiveness Index (30%):

This is a value that divides the cost into the number of devices affected by the projects. An example would be if a \$400,000 projects ties in 15 traffic Signals, and 2 DMS, 1 System Detection location, and 2 CCTV's, it would have a score of $400,000/20$ or 20,000 to 1.

Score:

- A 100 reflects a score of 10,000 or lower,
- A 90 reflects a score of 10,001 to 1 - 20,000 to 1,
- A 80 reflects a score of 20,001 to 1 - 30,000 to 1,
- A 70 reflects a score of 30,001 to 1 - 40,000 to 1,
- A 60 reflects a score of 40,001 to 1 - 50,000 to 1,
- A 50 reflects a score of 50,001 to 1 - 60,000 to 1,
- A 40 reflects a score of 60,001 to 1 - 70,000 to 1,
- A 30 reflects a score of 70,001 to 1 - 80,000 to 1,
- A 20 reflects a score of 80,001 to 1 - 90,000 to 1,
- A 10 reflects a score of 90,001 or higher.

These values are clearly defined when scoring the project. (Relative Scoring)

*Note: Due to the difference of impact of devices for providing effective movement of traffic, different devices are weighted differently. Major devices such as DMS will receive a "3" for the device amount due to the cost and positive impact to the system. Additionally, the sphere of influence shall be no more than two miles from the project when determining the number of devices impacted. This will include all devices already connected, as well those that are planned to be connected with 1 year of project commencement.

Project Constructability (10%):

Is the project able to be constructed based on external issues? An example would be roadway that is on schedule to be resurfaced and a communications link is required to integrate ITS devices into the Central System.

Score:

- A 100 reflects that other projects are in process in the area, that could be partnered with to minimize costs and commuter delay (i.e. Arterial Reconstruction Program, Storm Drain Projects, Sewer Projects, or projects by other Utilities).
- A 50 reflects a project can physically be constructed without a "no cut" restriction, but will require a standalone project, which in turn will make the project much more costly to build.
- A 0 reflects that a roadway surface cannot be entered due to "no cut" restrictions or other external issues.

The value of this criterion is an absolute; if the connection noted in the project correlates to the noted criteria, it receives the appropriate points.

Projects Readiness (10%):

Is the project ready to be constructed? Is the project able to begin construction within nine months from the request of funds?

Score:

- A 100 reflects that a project is ready to be built, and the design is substantially complete.
- A 0 reflects that there is significant work to be completed to be ready to build the project.

The value of this criterion is an absolute; if the connection noted in the project correlates to the Regional System Plans, it receives full points; if not, 0 points will be given. (All or Nothing)

Average of the AADT per Arterial Segment (15%):

The amount of AADT traffic affected by the Project of a specific arterial will be calculated. Each arterial segment of at least one-mile intervals will be considered independently, and the amount will be averaged between all of them.

Score:

- A 100 reflects a 40,001 or greater,
- A 75 reflects a 30,001 to 1 to 40,000,
- A 50 reflects a 20,001 to 1 to 30,000,
- A 20 reflects a 20,000 or less.

These values are clearly defined when scoring the project.

SYSTEM CONTROL (SOFTWARE)

This includes Central System Software such as Arterial Traffic Management System, Freeway Traffic Management System, Advanced Traveler System Information Systems, Archived Data User System,

Device Software Integration, Transit ITS Software, or all related software needed to operate and maintain a Traffic Management Center, Transit Management Center, or an Incident Management System.

Regional System Plans/ITS Architecture Compatibility (50%):

Does the project conform to the Approved ITS Master Plan?

Score:

- A 100 reflects complete compliance with the ITS Master Plan.
- A 0 reflects no correlation with the ITS Master Plan.

The value of this criterion is an absolute; if the System Control noted in the project correlates to the Regional ITS Architecture, it receives full points; if not, 0 points will be given. (All or Nothing)

Matching Funds Index (25%):

This is a value that reflects whether alternate funding sources are available, for matching to provide the greatest return on the investment.

Score:

- A 100 reflects that the software under review has matching funds of at least 25% for the project.
- A 75 reflects that the software under review has matching funds of 20% to 24.99% for the project.
- A 50 reflects that the software under review has matching funds of 15% to 19.99% for the project.
- A 25 reflects that the software under review has matching funds of 10% to 14.99% for the project.
- A 0 reflects that software under review has matching funds of less than 9.99% for the project.

These values are clearly defined when scoring the project.

Proven Solutions Available in Marketplace (25%):

Has a proven solution to the defined need been deployed successfully elsewhere, and has been operating in a stable fashion for a period of time; is it available for our system to incorporate easily?

Score:

- A 100 reflects that it has been deployed in numerous locations, and it will require little effort to integrate into our system.
- A 0 reflects that the solution provided has never been deployed elsewhere; we would be the guinea pigs of a new software package.

The value of this criterion is a absolute; if the System Control noted in the project is usefully deployed elsewhere, it receives full points; if not, 0 points will be given. (All or Nothing)

Once projects are submitted, and ranked, FAST staff will review the list of projects with a focus on their respective impact to the Regional Intelligent Transportation System.

Therefore, in addition to the previous criteria, several additional factors are taken into account when reviewing these submitted projects. The Regional Points given to the projects are a result of these criteria. These criteria include:

- Providing the greatest amount of equity as possible for all roadway users;
- Critical links between communication nodes, such as connecting existing and proposed hub facilities together. By doing so, the greatest benefit can be derived from the funding;
- Provide previously unconnected devices pathways to be connected to the central system.
- Developing regional traveler routes as alternatives to other regionally significant roads to benefit the community fullest;
- Development of robust data communications backbone network for multimodal communication needs as well as Homeland Security needs;
- Projects whereby resource sharing with other agencies could provide a higher level of efficiency by promoting synergy;
- Time lines of related roadway projects;
- Providing necessary infrastructure to develop a more effective Incident Management Program;
- Availability of Funding and Cash Flow from current Question 10 ITS Revenue projections;
- Provide the infrastructure needed to generate the most effective date for Regional Traveler Information Service to the public;
- And take advantage of existing infrastructure whenever possible for cost savings.

Approved 03/09/06

**POLICY FOR REIMBURSEMENT OF MAINTENANCE COSTS
FOR OFF-STREET SHARED USE PATH (TRAIL)**

This policy establishes criteria for the reimbursement of costs, through Question 10 (Q-10) funds, by the RTC for the maintenance of Off-Street Shared Use Path (Trail). The following criteria shall be met in order for expenses to be considered reimbursable by the Regional Transportation Commission (RTC):

- 1) The Off-Street Shared Use Path (Trail) shall be an adopted alignment of the Bicycle Pedestrian Element network. Twelve (12) feet of paving width is recommended for bi-directional travel with a two foot graded shoulder on both sides of the path. A path with less than 12 feet width is allowable with local approval when space is limited.
- 2.) The maintenance activity reimbursement must be for facilities that comply with the design standards set forth by the Uniform Standard Drawings for Public Works' Construction Off-Site Improvement, Clark County Area, Nevada.
- 3) The reimbursement for maintenance costs applied to Off-Street Shared Use Path (Trail) shall be submitted every July by local entities to cover maintenance cost for the previous fiscal year (July 1 – June 30).
- 4) RTC reimbursement shall be limited to the maintenance activities within the right-of-way of the paved path (trail), including pavement markings, signs and safety lighting associated to the path (trail)
- 5) The RTC shall not reimburse landscaping and trail amenities such as lighting (except as a safety measure) power cost, water cost, benches, drinking fountains, etc.
- 6) In the case of an applicable Off-Street Shared Use Path (Trail) maintenance life cycle cost involving the resurfacing and/or asphalt overlay, an inspection and approval by the RTC will be required before any programming of the resurfacing project.

The reimbursement rate for the maintenance of Off-Street Shared Use Path (Trail) shall be no greater than \$8,000 per mile, per year.

**Approved: 02/08/07
Revised: 03/13/08**

RTC/FAST INTELLIGENT TRANSPORTATION SYSTEMS (ITS) INFRASTRUCTURE POLICY FOR FIBER OPTIC CABLE, CONDUIT NETWORK AND DEVICES

Fiber optic (FO) cable infrastructure is being deployed in the Las Vegas Valley by the Regional Transportation Commission Freeway and Arterial System of Transportation (FAST), (and local and state entities) for use in the FAST communication network. This policy establishes requirements for the installation, repair and restoration of the fiber optic cable, conduit network. This policy also establishes the ITS Device Maintenance Responsibilities, except for NDOT's Freeway Rights-of-Way and within the Control of Access. Contact NDOT for any FAST ITS communication network responsibilities within their jurisdiction.

Fiber Inventory and Data Format

1. FAST will be provided with fiber optic cable data by the regional and the local agencies for tracking FO, conduit, pull-box/splice vault, and cabinet information on all conduit segments where the FAST communication network is at least one of the users. FAST will provide the agencies with the FAST communications network.
2. The information provided by the member agencies in Global Positioning Satellite (GPS) coordinates in a template format for data transfer as needed for FAST. The agencies must enforce the requirements for GPS data on projects within their jurisdictions using Latitude/Longitude coordinates, or otherwise as per agency requirement. FAST will provide the agencies with FAST GPS data.
3. The inventory documentation will be stored in the FAST Infrastructure Management System (IMS).

New Fiber Optic Cables and Conduits

1. Member Agencies may not use FAST, NDOT or federally funded fibers or bundles for non-transportation related purposes. Member agencies may (with appropriate FAST approval) install, maintain and repair separate FO Cable in FAST funded conduit at their own cost within their jurisdictions for agency-owned (non-transportation) uses only. Agencies must provide documentation of these fibers to FAST. Once installed, FAST will update the IMS with the agency-owned FO cable information. It is noted that non-transportation related FO is not allowed in NDOT owned conduit.
2. Any use that falls under the "Homeland Security" designation will be allowed in both FAST and NDOT funded fiber and conduit; this includes uses by both Police and Fire departments. FAST and agency written approval will be required. A separate Memorandum of Understanding (MOU) or Interlocal Agreement may be required as part of the approval allowing the use of such fiber optic cable or conduit.
3. Fiber splice diagrams shall be shown on the project plans or in specifications and will need to be approved by FAST.
4. Any agency planning to temporarily disconnect any fiber must give FAST (and NDOT if pertinent) 10 working days' notice for permission before commencing any work on the fiber. Additional notification to and approval from the Police and/or Fire Department, if either agency is an end user of the fiber, is also required.
5. Under no circumstances will any new RTC-funded fiber optic cable or conduit be allocated or traded for private use. This requirement also applies to any fiber and conduit installed within NDOT or federally funded projects.

Existing Fiber Optic Cables and Conduits

In addition to the requirements stated above, the following policies are for existing fiber optic infrastructure.

1. Any FAST, NDOT, or federally funded fiber or conduit presently in use by any agency for non-transportation use, will be removed or re-allocated to FAST within 90 days written notice from FAST if a transportation communication needs arise. FAST may also require the removal or re-allocation of the conduit if and when 80% of the conduit is filled.
2. All verbal agreements made in the past, for transportation and non-transportation fiber-optic uses, will now be documented by the agencies and provided to FAST. The verbiage must include, as a minimum:
 - a. Parties involved in the agreement.
 - b. Specific requirements of the agreement,
 - c. When the agreement was made
 - d. Any special circumstances that may have been involved with the agreement.

Maintenance and Repair of Fiber Optic Cables and Conduits

1. With the exception of where an Interlocal Agreement or MOU is entered into, the repair and maintenance of all conduit and fiber optic cables, including FAST funded cables and conduits, shall be the responsibility of the local agency/entity in which the conduit exists.
2. FAST will not be responsible for any non-NDOT or non-FAST communications system fiber that incurs damage. It will be the agency or end user's responsibility to repair their FO infrastructure and make it operational.
3. The placement and testing of all FAST fiber optic cable and equipment, whether new installations or remedial repairs, must meet the requirements of sections 680 and 681 of the RTC's Uniform Standard Specifications.
4. Each agency is responsible for locating all communication facilities within their jurisdiction. FAST is responsible to locate within NDOT's Freeway Rights-of-Way and within the Control of Access (for US 93/95, I-515 and I-15 only). FAST must be notified in writing 48-hours in advance for NDOT's Freeway Rights-of-Way and within the Control of Access (for US 93/95, I-515 and I-15 only).
5. The cost for repair to any damaged FAST communications system FO infrastructure will be the responsibility of the party damaging said FO infrastructure.
6. Any damage to any transportation FO infrastructure will be repaired within 10 hours of written notification or field meeting with the agency and FAST for a temporary solution, and a maximum timeframe of 48 hours from notification or field meeting with the agency and FAST, if repair work is extensive. Cost of all repairs is to be paid by the party that caused the damage, regardless of who performs the repairs.
7. If repairs are not made within set timeframes, FAST may temporarily splice the fiber cable and be indemnified and held harmless by the agency, party or contractor. In such cases, FAST's actual cost to repair the FO infrastructure will be paid by the party which caused the damage. The agency/entity will not release the bonds or accept the contractor's off-site or on-site improvements until all the repairs are made per FAST requirements.
8. In case of damage, the contractor will need to install new fiber cable with splices and conduit as needed per FAST requirements. The agencies will enforce this requirement upon the contractor. The new fiber cable must be tested and certified as operational by FAST per Section 680 of the RTC's Uniform Standard Specifications before the repair is deemed to be successfully completed.
9. If a fiber cable is damaged and needs replacing, the new FO cable must be equal to or greater (in number of fibers) than the existing cable being replaced.
10. For any fiber optic cable infrastructure not repaired within the allotted time, a daily fine will be assessed, by the agency/entity, until repairs are complete per RTC Standard Specification Section 623 G.03.02.
11. In accordance with the provisions of Reimbursable Costs under Section 6.1, Subsection 8, of the RTC's Policies and Procedures, an entity's allocation of motor vehicle fuel tax funds may be used to reimburse the entity for contracted maintenance, such as the contracted repair of FO infrastructure, if the infrastructure's original installation was funded by RTC.

FAST ITS Device Maintenance Responsibilities

1. All equipment at Hub Cabinets, including foundation and cabinet.
2. Traffic Surveillance Cameras (CCTV), not Video Detection Cameras, and all associated control and communication equipment in Cabinets.
3. FAST Communications System Devices in Traffic Signal Controller Cabinets and associated devices on Traffic Signal Poles; some of the these devices are (but are not limited to):
 - a. Data Radio Antenna and Data Radio Unit.
 - b. Modems.
 - c. Layer 2 Switches.
 - d. CCTV Encoders.The devices will be placed and maintained in an orderly and professional manner inside the cabinet by FAST personnel.
4. Splice points (Splice Enclosures) of trunk line fibers with CDCAs, splices of trunk line -to- truck line cables, splicing changes to circuit/network connections, and splice repairs due to normal wear and tear.
5. Fiber Optic Cable Patch Panels and Terminal Units.
6. Jurisdictional Management Center (JMC) computers, computer monitor(s) and all related devices at workstations that are necessary for use of the Arterial Management System (AMS) and/or Freeway Management System (FMS). Also, the provision and installation of all AMS and FMS software and associated upgrades.

7. Line locates of FAST Fiber Optic Cable (including CDCAs) and Conduit Network within control of access lines of NDOT Freeway Rights-of-Way and within the Control of Access (for US 93/95, I-515 and I-15 only). FAST will also contact local agencies in advance to assist in locating the fiber and conduit network.
8. Electrical Service Pedestal, and Power Cable from ITS Device Cabinet -to- Service Pedestal -to-transformer for NDOT ITS Devices located within NDOT Freeway Rights-of-Way and within the Control of Access (for US 93/95, I-515 and I-15 only).
9. Separate, dedicated RTC Transit and RTC-BRT related CCTVs, Wireless Communications System (WCS), Fiber Optic Cable and Conduit Network.
10. Dynamic Message Sign (DMS) systems.
11. Electronic Trail Blazer Sign (TBS) systems and their mounting poles (which are not streetlight poles with luminaires).
12. Traffic Signal Controller Software (Siemens or approved equivalent) in traffic signal controller units.
13. Traffic Signal Controller Units approved and/or originally funded by FAST.

ITS Device Maintenance Responsibilities By Others (NOT FAST)

1. Line locates of FAST Fiber Optic Cable and Conduit Network not located within control of access lines of NDOT Freeways (US 93/95, I-515 and I-15). FAST may be contacted in advance to assist the local agencies in locating the fiber and conduit network.
2. Cable between FAST ITS Infrastructure Device and the associated Cabinet that controls that ITS Infrastructure Device; some of these devices are (but are not limited to):
 - a. CCTV to CCTV Cabinet.
 - b. Detector to Detector Cabinet.
3. Electrical Service Pedestal, and Power Cable from ITS Device Cabinet -to- Service Pedestal -to-transformer.
4. Agency-installed and -owned Wireless Communications System (WCS) with all the associated control and communication equipment, including all CCTVs that are served by such WCS.
5. Traffic Signal Controller Units not approved by FAST.

A separate Memorandum of Understanding (MOU) or Interlocal Agreement may be required for responsibilities not stated above.

Approved 02/12/09

POLICY FOR COMPLETE STREETS

Vision

As the transit agency and Metropolitan Planning Organization (MPO) for the region, the Regional Transportation Commission of Southern Nevada (RTC) is committed to fully integrating modal options. This includes supporting projects that enhance walking and bicycling infrastructure. Additionally, the RTC will improve access to public transportation facilities and services. This includes supporting urban development patterns and Americans with Disabilities Act (ADA) infrastructure that allow for greater accessibility to transit stops and stations. Finally, the RTC continues to improve safety for all travelers. This is particularly important for those who rely on transportation infrastructure to be physically active and for students who walk or bike to school.

The recent growth period in Southern Nevada directly impacted transportation needs. Many of the RTC's federal, state, and local funding sources were used to develop better traffic signals and more travel lanes. Today, these funding sources are running well short of what is needed. Plus, urban growth in the region has slowed down. The typical roadway transportation project that just adds capacity and infrastructure is insufficient given these conditions. The RTC must adhere to its vision, which is to "provide a safe, convenient and effective regional transportation system that enhances mobility and air quality for citizens and visitors."

Recent RTC and RTC-supported projects have already fulfilled some of these desires. There are already bus rapid transit routes existing in the region and more are being constructed for implementation in the near future. New transit shelters are being placed throughout the metropolitan area, while the recently built transit station in Downtown Las Vegas provides greater mobility and accessibility. Efforts are underway to add more bicycle lanes and routes. Recent planning studies are looking to improve roadway safety, pedestrian safety, and access management between roadways and building developments. Jurisdictions and the RTC are working together on projects that improve landscaping, sidewalks, and the interface with building developments.

Promoting Complete Streets projects can offer Southern Nevada the ability to reduce traffic congestion, improve air quality, and increase the quality of life of residents by providing safe, convenient, and comfortable routes for walking, bicycling, and public transportation. Integration of Complete Streets into the RTC's existing policies allows the potential to prevent chronic diseases, reduce motor vehicle related injury and deaths, improve environmental health, stimulate economic development, and ensure access of transportation options for all people in Southern Nevada.

Complete Streets Definition

Complete Streets are roadways designed to safely and comfortably accommodate all users, regardless of age, ability or mode of transportation. Users include motorists, cyclists, pedestrians and all vehicle types, including public transportation, emergency responders, and freight and delivery trucks among others.

In addition to providing safety and access for all users, Complete Street design treatments take into account accommodations for disabled persons as required by the ADA. Design considerations for connectivity and access management are also taken into account for non-motorized users of the facility.

Implementation of Complete Street design treatments will be based on whether it connects the networks for all modes, whether it improves the functionality for all users, and whether it is appropriate given the surrounding context of the community. The final elements of a Complete Street roadway will be largely based on these factors. At a minimum, a Complete Street roadway includes sidewalks and sidewalk amenities, transit shelters and amenities whenever there is a route along the corridor, and provisions for bicycle facilities where appropriate.

Complete Streets Attributes

While every street cannot be designed to serve all users equally, there are opportunities to enhance service for all users while maintaining its principal transportation function. Complete Streets incorporate community values and support adjacent land uses while ensuring safety and mobility. Proper applications of Complete Streets concepts support sustainable growth and preservation of scenic, aesthetic and historic resources.

Goals

The purpose of this RTC Complete Streets Policy is to create a comprehensive and uniform Complete Streets vision and policy for the region. This will allow the implementing entities to incorporate Complete Streets guidelines and standards into both development and redevelopment actions. The regional goals are:

- Southern Nevada's transportation network will be supported through a variety of feasible transportation choices, which allows for sustainable growth.
- The livability of neighborhoods and commercial centers located along the region's transportation corridors will be enhanced by a safe and inviting pedestrian environment.
- The design of multimodal roadway facilities will not compromise the needs of larger vehicles such as transit vehicles, fire trucks, and freight delivery trucks.
- Inclusion of Complete Streets design elements will allow for design flexibility on different street functions and neighborhood contexts.
- Inclusion of Complete Streets design elements will improve the integration of land use and transportation, while encouraging economic revitalization through infrastructure improvements.

Objectives

- To create an integrated and connected transportation network that supports transportation choices and sustainable growth.
- To ensure that all transportation modes are accommodated to the extent possible in all public roadway facilities in the region.
- To develop and use the latest design standards and guidelines in the design of Complete Streets.
- To provide flexibility in the implementation of this policy so that streets chosen for implementation of Complete Streets elements can be developed to fit within the context of their principal purpose and surroundings without compromising the safety of users and needs of larger vehicles.

Complete Streets Policies

1. RTC promotes the incorporation of Complete Streets concepts and design standards in all appropriate public streets (except freeways) throughout the region.
2. RTC will seek every opportunity to provide guidance and funding for the planning, design, and implementation of Complete Streets.
3. RTC will provide policy and technical support to local entities in the incorporation of Complete Streets elements into their development codes and comprehensive plans.
4. RTC will provide technical support to local entities in the development of a process for evaluating, ranking, and prioritizing Complete Streets projects in their area.
5. RTC will encourage local entities to consider Complete Streets elements as an integral part of the planning and design of roadway projects, whether new construction, reconstruction, or rehabilitation.
6. RTC will consider modifications to the Master Plan of Streets and Highways or the Roadway Functional Classification that may be necessary to configure a particular street as a Complete Street.
7. Public streets excluded from this policy include those where:
 - a. Complete streets concepts is in conflict with existing laws, codes, or ordinances, or
 - b. Compliance with this policy would conflict with goals or physical conditions related to the unique aspects of the location.

Implementation

This Policy is effective from the date of approval by the RTC Board of Commissioners. Additional criteria, guidelines, and techniques for implementation of this Policy will be incorporated in appropriate RTC publications.

Reimbursement of Costs

Construction of curb, gutter, sidewalk, landscaping, street lights, and parking lanes (defined as the eight feet of pavement to the curb) included in an approved, entity-sponsored Complete Streets project will be eligible for reimbursement by the RTC on a case by case basis.

Approved 06/14/12

| | |
|--|-----------------------|
| APN | xxx-xx-xxx-xxx |
| Recording Requested By: Regional Transportation Commission of Southern Nevada 600 S. Grand Central Pkwy. Suite 350 Las Vegas, NV 89106-4512 Attn: Manager of Engineering | |

NOTICE OF LIEN

Notice is hereby given that pursuant to the Policies and Procedures Manual (P&P Manual) of the Regional Transportation Commission of Southern Nevada (RTC), that RTC funds were used to purchase the parcel of land described as:

| | |
|---------------------------|----------------------------|
| DESCRIBED PROPERTY | APN xxx-xx-xxx-xxx |
| Street Address: | Record Information: |
| | |

Subsection 3.1 “Right-of-Way” of the RTC P&P Manual states:

If it becomes necessary to purchase additional property in order to acquire the necessary right-of-way for construction, the RTC may participate in the purchase of the property. Any residual properties not within the project limits of construction will require reimbursement to the Regional Street and Highway Fund if the property is sold to a private party or used by the administering entity in the manner outlined below:

5. *Sale of residual property to a private party shall comply with all the provisions of the appropriate state laws and ordinances. The cost of the appraisals shall be at the expense of the prospective purchaser, but entity costs of selling the property shall be at the expense of the RTC.*
6. *If the administering entity desires to use a residual property, the Regional Street and Highway Fund may be reimbursed by the entity on a pro-rata basis determined by multiplying the original purchase price per square foot times the residual area. If the entity sells the residual parcel at a later date to a private party as specified above, the proceeds from the sale above the original pro-rated price will be returned to the RTC.*

In accordance with the above, the RTC claims a lien against all residual portions of this parcel of land, pending reimbursement of any proceeds from a private party sale or the pro-rata cost of those portions that are used by the administering entity for other purposes.

State of Nevada }
 }
County of Clark }

Paul H. Judd, being first duly sworn on oath according to law, deposes and says he is the person who executed the forgoing instrument on behalf of the Regional Transportation Commission of Southern Nevada; that he has read the same and knows the contents thereof; and as to those matters, he believes them to be true.

Paul H. Judd, P.E., P.L.S.
Manager of Engineering

Subscribed and sworn to before me this _____ day of _____, 2012.

Notary Public in and for the County and State

Approved 09/13/12

| | |
|--|-----------------------|
| APN | xxx-xx-xxx-xxx |
| Recording Requested By: Regional Transportation Commission of Southern Nevada 600 S. Grand Central Pkwy. Suite 350 Las Vegas, NV 89106-4512 Attn: Manager of Engineering | |

RELEASE OF LIEN

The Regional Transportation Commission of Southern Nevada (RTC) certifies that a certain lien recorded in the Office of the County Recorder of Clark County, as:

| | |
|--------------|----------|
| Document No. | In Book: |
|--------------|----------|

Is fully satisfied, and that the aforesaid lien and notice may be cancelled and discharged of record.

| | |
|---------------------------|----------------------------|
| DESCRIBED PROPERTY | APN xxx-xx-xxx-xxx |
| Street Address: | Record Information: |

Dated this the ____ day of _____, 2012

Paul H. Judd, P.E., P.L.S.
Manager of Engineering

State of Nevada }
} }
County of Clark }

On the _____ day of _____, 2012, personally appeared before me, a notary public, _____, personally known to me to be the person whose name is subscribed to the above instrument, who acknowledged that he executed the instrument.

Subscribed and sworn to before me this ____ day of _____, 2012.

Notary Public in and for the County and State

Approved 09/13/12